

# 2000

# OCCUPATIONAL OUTLOOK

## TULARE COUNTY

**A Product of:**



**Sponsored by:**

**THE TULARE COUNTY WORKFORCE INVESTMENT BOARD, INC.**

**Pam Vaughn**  
Chair

**Joseph H. Daniel**  
Administrator

***and***

**THE STATE OF CALIFORNIA  
EMPLOYMENT DEVELOPMENT DEPARTMENT**

<http://www.calmis.ca.gov>

***and***

**CCOIC (California Occupational Information Coordinating Committee)**

<http://www.soicc.ca.gov>

**For Labor Market Information Contact:**

**Jeannie Warren, Job Training Analyst**

Tulare County Workforce Investment Board, Inc., 800 367-8742

## ACKNOWLEDGEMENTS

On behalf of the Tulare County Workforce Investment Board, Inc., I would like to express my gratitude to all the people who gave their time and expertise to this year's Occupational Outlook Report.

I would like to thank the approximately 300 Tulare County employers who participated. By answering questions on twenty different occupations, these employers made this report possible. A special thanks to the employers who allowed their employees to be photographed for the report.

I also want to thank the State of California LMID staff for their excellent work and constant support.

Sincerely,

A handwritten signature in black ink that reads "Joseph H. Daniel". The signature is written in a cursive, flowing style.

Joseph H. Daniel  
Administrator

# KAWEAH OAKS PRESERVE

Kaweah Oaks Preserve, located off State Route 198 east of Visalia, is a remnant of the thousands of square miles of valley oak woodland and riparian forest that once grew on the floor of the Central Valley. Kaweah Oaks Preserve's 324 acres is one of the finest valley oak woodlands left in the world. The Preserve is populated with valley oak (*Quercus lobata*), shown on the cover.

Valley Oaks grow only in California, and generally below 2,500 feet, and are the largest of all oaks on the continent. They can rise more than one hundred feet above the ground, have trunks up to 9 feet in diameter and be 600 years old. As a general rule, trees four feet in diameter are about 250 years old. Valley Oaks are deciduous and annually produce up to a ton of acorns in a good year. The acorn, a dry pointed fruit of the tree, was a staple of the local Indian tribes.

The aboriginal Yokuts Indians (Wuckumne Tribe) used the acorns from this Oak Forest as their primary food source. They harvested area but never actually lived on the flooding. During aboriginal times, the from the base of the Sierra Nevada on on the west.

The Preserve is populated with Oregon ash, Fremont cottonwood, five California and Himalayan blackberry. A



many plants and animals from the Preserve due to annual spring forest spread over 400 square miles, the east to the edge of Tulare Lake

valley oak, California sycamore, willows, elderberry, wild grape, and variety of wildlife use the lush setting

for nesting and feeding, including herons, hawks, owls and numerous species of song birds. The several ponds on the Preserve provide a home for the colorful wood duck and several species of frogs and toads. In all, more than 100 species of birds use this important natural area. Eleven species of reptiles and amphibians (including the California legless lizard) and 14 species of mammals (including the coyote and the raccoon) also occur here.

In 1983, The Nature Conservancy (TNC) paid \$1,010,000 for the 324 acres we now call the Kaweah Oaks Preserve. The Four Creeks Land Trust (FCLT) was instituted in 1992 when the TNC was deciding to turn over the preserve to a local entity. In 1993, TNC turned over the Kaweah Oaks Preserve to the newly formed FCLT who now owns and manages the Preserve.

Many schools plan field trips to the Preserve which is open to the public during daylight hours. To obtain more information or arrange a guided tour visit the Kaweah Oaks Preserve web site at [kaweahoaks.com](http://kaweahoaks.com) or contact Irene Lindsay at (559) 747-3040.



Photo of Kaweah Oaks Preserve courtesy of Larry Lewis, L. Lewis Photography.

Source: [kaweahoaks.com](http://kaweahoaks.com)

# TULARE COUNTY PROFILE

Located in the center of California, midway between San Francisco and Los Angeles, nestled between the Sierra Nevada and Coastal mountains, in the heart of the San Joaquin Valley, is Tulare County. Because of Tulare County's proximity to two major highways and the interstate, there are over 40 major interstate trucking services in Tulare County, making shipping readily available for local businesses. Tulare County is an ideal location for companies seeking easy access to major markets in the western United States and the Pacific Rim.

In 1999, there was an *average* of 139,200 people in the Tulare County civilian employment workforce. Of those, 11,500 are self-employed individuals, unpaid family workers, household domestic workers and workers on strike. Of the remaining 129,100 workers, 39,500 are agriculturally employed, and 94,100 are employed in the goods and services industries. The industry breakdown is as follows:

Industry	1999
Agricultural/Farm	<b>34,900</b>
Mining & Construction	<b>4,900</b>
Manufacturing	<b>12,400</b>
Transportation & Public Utilities	<b>4,300</b>
Wholesale Trade	<b>4,500</b>
Retail Trade	<b>19,100</b>
Finance, Insurance & Real Estate	<b>3,800</b>
Services	<b>18,600</b>
Government	<b>26,600</b>
<b>Total Employment<sup>1</sup></b>	<b>129,100</b>

Tulare County also hosts the California Farm Equipment Show and International Exposition, the largest annual agricultural trade show in the world. This show, held in the city of Tulare, is attended by farmers, businessmen, and investors from around the world who view Tulare County as the leader in agriculture. At the 2000 California Farm Equipment Show, there were 1,470 exhibitors.

Tulare County is the number two agricultural producer in California. In 1999, Tulare County produced approximately 200 different crops. Those crops totaled over \$3 billion.<sup>2</sup> That total is due to Tulare County's long summers, fertile soils, and available ground water. In 1994, California surpassed Wisconsin as the number one dairy producer in the Nation. Tulare County is the number one dairy county in the Nation. In 1999, the Tulare County dairy industry yielded \$920 million. This was 23% of the California total and 32% of the San Joaquin Valley regional production. This was 30% of the \$3.1 billion agricultural products from this county.<sup>3</sup>

Educational opportunities abound in Tulare County and the surrounding San Joaquin Valley, such as Porterville Community College and College of the Sequoias. There are two, four-year universities nearby, California State University, Bakersfield and California State University, Fresno. In addition, the University of California, Davis Extension, Fresno Pacific College and Chapman University offer classes throughout the County. Tulare County recognizes that education is the cornerstone to the success and future of the community and economy. Seven percent of Tulare County residents have an Associate Degree; 7% have a Bachelors Degree; and 3% have a Professional Degree.<sup>4</sup>

The Tulare County Workforce Investment Board, Inc. has three Business Resource Centers to enhance business retention and assist employers with their employment needs. To access services contact your local Business Resource Center at 800 266-3271.

<sup>1</sup> Employment Development Department, 1998 Estimated State Averages

<sup>2</sup> 1999 Tulare County Agricultural Crop and Livestock Report, Tulare County Agricultural Commission/Sealer

<sup>3</sup> The Dairy Industry in Tulare County, University of California Cooperative Extension, 1998

<sup>4</sup> 1990 California Census

# TABLE OF CONTENTS

Introduction .....	1-5
Research Methods .....	4
Occupational Profiles .....	6
Bakers – Bread and Pastry .....	7-8
Bill and Account Collectors .....	9-10
Bindery Machine Operators .....	11-12
Computer Support Specialists .....	13-14
Construction Managers .....	15-16
Dispatchers – Police, Fire and Ambulance .....	17-18
Farm Equipment Mechanics .....	19-20
Food Preparation Workers .....	21-22
Food Service Managers .....	23-24
General Office Clerks .....	25-26
Heating, Air Conditioning and Refrigeration Mechanics and Installers .....	27-28
Helpers – Carpenters and Related .....	29-30
Home Health Aides .....	31-32
Hosts, Hostesses – Restaurant, Lounge or Coffee Shop .....	33-34
Laborers, Landscaping and Groundskeeping .....	35-36
Maintenance Repairers – General Utility .....	37-38
Medical Assistants .....	39-40
Radiologic Technologists .....	41-42
Secretaries, Except Legal and Medical .....	43-44
Waiters and Waitresses .....	45-46
Training Directory .....	47-55
Appendix A – Sample Questionnaire 2000 .....	56-60

# INTRODUCTION

The following Occupational Report presents the findings of the annual local Labor Market Information (LMI) study conducted by the Tulare County Workforce Investment Board, Inc. (TCWIB). In 1992 the TCWIB entered into a partnership with the California Employment Development Department, Labor Market Information Division (LMID) to study and present a current, short-term outlook of the labor market in Tulare County.

(CCOIS) California Cooperative Occupational Information System, began as a pilot program in 1986 and is now implemented throughout California. The Occupational Outlook Reports (OOR) produced under CCOIS offers the only source of local, up-to-date occupational information. In this report twenty occupations are profiled, based on information gathered in the summer and fall of 2000 from approximately 300 employers in Tulare County. This is the seventh year Tulare County has participated. Coordination of the CCOIS project at the State level facilitates the integration of this data for statewide use.

## PROGRAM GOALS

The CCOIS partnership goal is to improve the match between local employers' labor market needs, and the skills and qualifications of job seekers by providing a variety of current, local information for labor market decisions including personnel management, career counseling and selection, and vocational training program planning.

The information in this report can be used by a variety of organizations and individuals for many different purposes. The following are some possible uses:

**Career Decisions:** Career counselors and job seekers can use this data to assist them in making informed occupational choices based on skills, abilities, interests, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

**Program Planning:** This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and projected growth rates. Program planners can use this information to evaluate, refine or eliminate programs, and to plan new programs.

**Curriculum Design:** Training providers can use this data to design and update their training curriculum based on current employer needs and projected trends as indicated in this report.

**Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in Tulare County.

**Program Marketing:** Training providers can effectively market their programs by informing students, employers, and others that chances for job placement are greater because their training programs are developed using reliable, local occupational data.

**Human Resource Management:** Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business expansion and relocation purposes.

For further information, please contact the Labor Market Information Unit at (559) 713-5200.

# INTRODUCTION

## TYPES OF OCCUPATIONAL INFORMATION

Each Occupational profile follows a similar format, providing the information described below. The information for each category of the profiles is based on local employer responses, as described in the “Research Methods” section of this report. Please keep in mind that the information reported represents a “snapshot in time” and there may be more current data to consider.

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According to EDD Occupational Projections for Tulare County, the average growth rate for 2000 is 5.1%.

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## TITLE AND JOB DESCRIPTION

The title and definition for most occupations are based on the Occupational Employment Statistics (OES) Dictionary, published by the Bureau of Labor Statistics. The OES titles and descriptions often encompass multiple specific job titles found in the Dictionary of Occupational Titles (DOT), published by the U.S. Department of Labor, Employment and Training Administration.

## ALTERNATE JOB TITLES

Job titles employers used for the respective occupation in the local job market (i.e., titles used by more than one responding employer) were included in this report.

## KEY TERMS

The terms “all”, “almost all”, “most”, “many”, “some”, and “few” are used in several categories to present education, projections, and job characteristics. The following definitions apply to these terms.

### All Employers

100% of the survey respondents

### Almost All Employers

80% up to but not including 100% of respondents

### Most Employers

60% up to but not including 80%

### Many Employers

40% up to but not including 60% of respondents

### Some Employers

20% up to but not including 40% of respondents

### Few Employers

Less than 20% of the survey respondents

The following terms are used to indicate the relative employment size of each occupation in Tulare County:

<u>Term</u>	<u>Percent of Wage and Salary Employment Total</u>
Very Large	.65 and above
Large	.30 to but not including .65
Medium	.15 to but not including .30
Small	less than .15

According to EDD Occupation Projections for Tulare County, the average growth rate for 2000 is 5.1%. The following terms are used to indicate the relative, expected growth rate for the occupation in Tulare County.

### Much Faster Than Average

1.5 times the average or more

### Faster Than Average

Between 1.1 and 1.49 times the average

### Average

Between .9 and 1.09 times the average

### Slower Than Average

Less than .9 times the average (but showing some growth)

### Remain Stable

Zero

### Slow Decline

Less than zero



# INTRODUCTION

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

## WAGES AND BENEFITS

**Wages:** Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. This information serves as a guide for comparing earnings from one occupation to another. This data is not intended to represent official prevailing wages.

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Whether or not the employees are subject to a union or collective bargaining agreement, and the percentage of male and females in the occupation are also included.

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Wage data was typically collected between May and October of 2000, and reflect the following definitions:

### New Hires/No Experienced

Wages paid to persons trained but without paid experience in the occupation.

### New Hires/Experience

Wages paid to experienced persons just starting at the firm.

### 3+ years Experience at Firm

Wages generally paid to persons with 3 years or more experience at the firm.

**Benefits:** Benefits most commonly provided local employers (in terms of percentage of frequency) to full-time employees whether it is a shared cost (employee pays a percentage) or is paid by the employer are listed. Not covered in the report are benefits offered to part-time employees. Also not covered are waiting or probationary periods required before some or all benefits go into effect.

## EMPLOYER REQUIREMENTS

This section presents results on educational levels, training, experience, and skills that surveyed employers want in job applicants. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Employers were asked to rate several occupation-specific skills as to their importance for job entry. The skills offered were rated from "0" as "Not Important" to "3" as "Very Important". The skills reported were selected as the seven with the highest ratings.

The work skills information in this section should be interpreted with care. In many cases the skills listed represent relatively general "skills areas," e.g., the "ability to work independently." In such cases the specific skills or skill clusters are not specified, and results should be interpreted by representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry." However, the user interested in identifying the specific skills and qualifications needed for job entry should find these results useful in narrowing the focus of further inquiry.

## EMPLOYMENT TRENDS

The local size and estimated projected growth through 2002 for each occupation surveyed, is data obtained from Table 6 of the EDD publication "Projections and Planning Information for Tulare County."

The percentage of male and females in the occupation are also included.

**Recruitment Methods:** All employers surveyed were asked what methods they primarily used when recruiting for the occupation in question.

Projections for Food Service and Lodging Managers were



# INTRODUCTION

used for Food Service Managers. Projections for Printing, Binding, Related Workers were used for Bindery Machine Operators.

The information presented under the title “Source of Filled Vacancies” offers a profile of the local occupational turnover and growth.

Also included is labor supply and demand information for each occupation based on the degree of difficulty employers have in finding inexperienced and experienced applicants. The following terms are used to classify occupational supply and demand (see “Supply and Demand”) in Tulare County:

**Very Difficult:** Employer demand is considerably greater than the supply of qualified applicants. Employers often cannot find applicants when an opening exists.

**Moderately Difficult:** Employer demand is somewhat greater than the supply of applicants. Employers may have some difficulty finding applicants at times and applicants may find little competition.

**Not Difficult:** Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

**Where the Jobs Are:** This table includes employment by Standard Industrial Code (SIC) Classifications to identify principal employing industries, reported by surveyed employers for each occupation.

## OTHER INFORMATION

The weighted average hours worked per week by full-time, part-time, temporary/on-call, and seasonal workers (if applicable) is provided in this section. Whether or not the employees are subject to a union or collective bargaining agreement.

## RESEARCH METHODS

**Occupation Selection:** The occupations in this report were selected by surveying users of the report. A survey was mailed to representatives from the employment, training, and education fields. The survey respondents

were asked to help select the 20 occupations for study in 2000. The survey respondents screened the available occupations and made a recommendation to survey or not to survey the occupation.

In order for the occupations to be surveyed they had to meet the following criteria:

The occupation has a substantial employment in the county.

There is at least a 10% projected job growth rate in the county.

Most of the occupations require two years or less of training.

Some of the selected occupations failed to meet the above-listed criteria, but were selected based on community interest.

LMID reviewed and approved the final list of occupations for study, and verified the correct definition for each

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**Relevant sections of this report provide an overview of the criteria used in selecting occupations and procedures used in undertaking the study.**

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occupation.

**Definition of Occupations:** The definition of each occupation is found in the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. These definitions define the activities and functions of the worker. OES definitions are broad to capture a wide range of specialties within an occupation, but clear enough for use in research. The OES definitions are used by LMID to produce projections for employment (occupational estimates of size, growth, and separation). The WIB planned the timelines for the studies, and in addition to the selection of the study occupations, engaged in the actual work of administering the surveys. The WIB also provided data entry for subsequent tabulation, and final written analysis

# INTRODUCTION

and information dissemination.

Relevant sections of this report provide an overview of the criteria used in selecting occupations and procedures used in undertaking the study. The following is a more detailed description of the research methodology used.

**Employer Survey Sample Selection:** Because employers from a variety of different industries may hire persons in any given occupation, every attempt has been made to draw employer samples representative of the industries employing workers in each study occupation. Industries are classified by the Standard Industrial Classification Manual. An industry is a title for a group of firms that produce similar goods and services. An industry represents the economic activity in which a firm is engaged.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample, employers for each study occupation were drawn accordingly. The employer samples drawn were carefully reviewed by WIB staff who added and edited employers as appropriate, to obtain balanced samples of 40 employers for most occupations.

**Questionnaire Development:** Separate employer questionnaires were developed for each of the occupations in the study. LMID developed a framework of standardized questions to be asked which were included on each questionnaire. Additional occupation-specific questions were added to the two-page questionnaire provided by LMID, in an effort to collect data that would enhance this report. Of the information collected, the skills and computer software information was the most measurable in terms of providing job seekers with additional useful information about each occupation.

**Survey Procedure:** WID staff called employers to verify company name and address, verify existence of the occupation in the company, obtain the name of a contact person, and describe the study. The questionnaire was completed by telephone, faxed, or mailed to employers. Follow-up calls were made to employers who did not return the questionnaire. Employers who did not employ personnel in a particular occupation, hired only family members for that occupation, or contracted a private individual or company in that occupation were edited from the sample. All occupational data and employer information was reviewed to ensure accuracy and completeness. Employers were contacted again if the

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**All occupational data and employer information was reviewed to ensure accuracy and completeness.**


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answers were unclear or conflicted with other responses.

**Tabulation and Results:** Survey responses were tabulated using software created by LMID and then analyzed by the Project Coordinator. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. Profiles were prepared for each occupation based upon the study results. Each occupational profile provides information on wages and benefits, employer requirements, education and training, occupation size, and employment trends.

**Dissemination:** The WIB will hold a meeting in March 2001 to disseminate this report. The WIB will invite representatives from the many user groups of Labor Market Information to this meeting. Additional copies of the report will be distributed to various organizations such as, schools, economic development organizations, libraries, and other CCOIS participants throughout the state. The WIB will also distribute copies to users upon request throughout the year.



# **NEXT OCCUPATIONAL PROFILES**

# BAKERS – BREAD & PASTRY

OES CODE 650210

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

Alternate titles: Bakers and Cook/Baker.

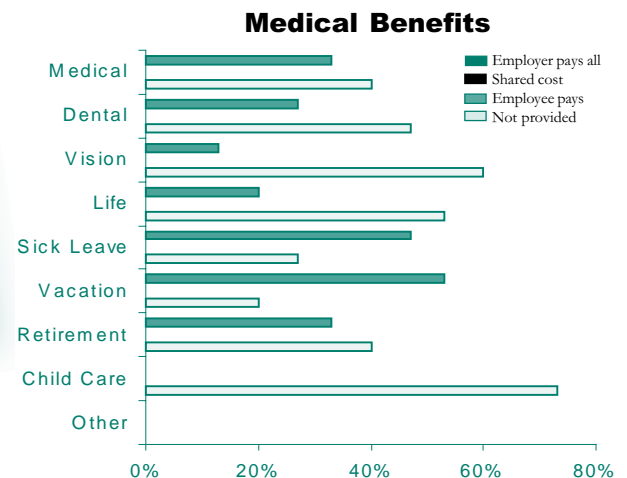
Promotional Opportunities: Assistant Manager, Supervisor Cook, Shift Manager, Shift Cook, Manager, Line Supervisor, Baker I and Assistant Manager.



15 employers responded, representing 49 employees.

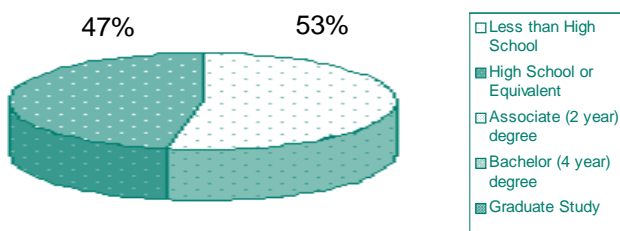
## Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$5.75 - \$7.05	\$6.25
New Hires/Experience	\$5.75 - \$7.25	\$6.25
3+ Years Experience at Firm	\$6.75 - \$11.48	\$8.00



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	67%	20%	13%
Training accepted as a substitute	73%	7%	0%
Technical or vocational	20%	80%	0%

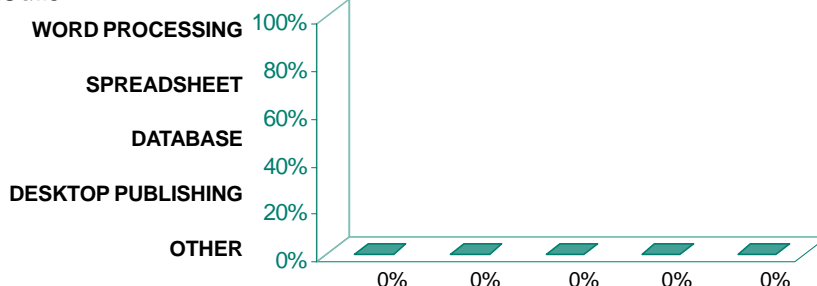
# BAKERS – BREAD & PASTRY

OES CODE 650210

## Very Important Skills

Ability to stand continuously for 2 or more hours  
 Ability to lift 25 lbs. or more repeatedly  
 Ability to read and follow instructions  
 Ability to work independently  
 Mastery of baking equipment  
 Willingness to work with close supervision  
 Ability to work under pressure

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced		✓	
Inexperienced		✓	

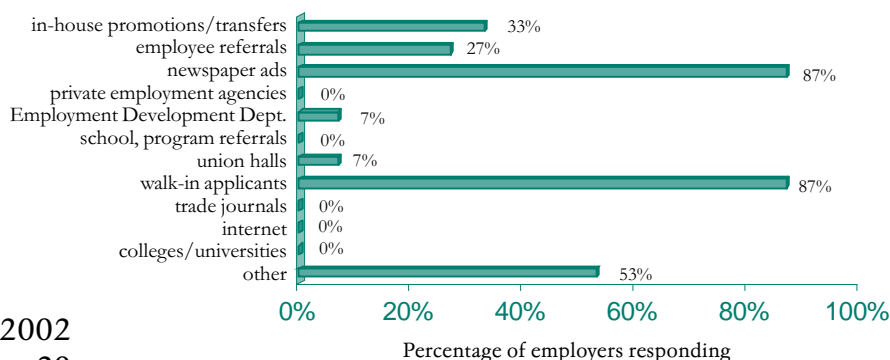
### Source of Filled Vacancies

For employees hired in the last 12 months, 12% resulted from turnover vacancies and 14% from job growth.

### Where The Jobs Are

Retail Bakeries  
 Grocery Stores  
 Eating Places

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	20
Jobs Due to Separations	30
Projected Job Openings	50

### Size of Occupation

Medium (130 – 150)

Gender: 39% Male 61% Female

The projected job growth rate is 15.4%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. All of the employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	53%
Part-time	24	47%
Temporary/On Call	0	0%
Seasonal	0	0%

Employers responded that 93% of the positions are not subject to a union or collective bargaining unit.

# BILL AND ACCOUNT COLLECTORS

OES CODE 835080

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Please do not include collectors of money from coin boxes.

Alternate titles: Collections Clerk, and Collector.

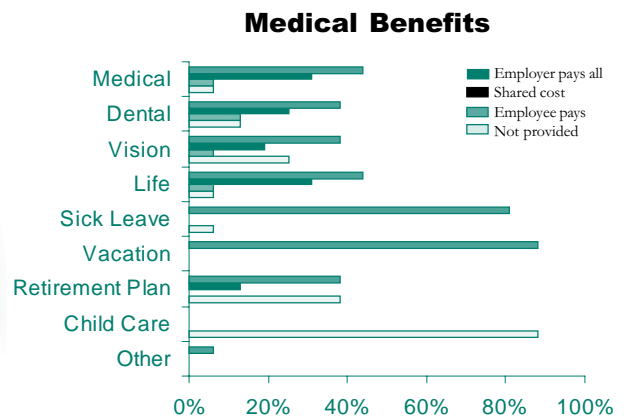
Promotional opportunities: Supervisor, Credit Collections Supervisor, Collection Manager II, Supervisor Controller, Office Manager, Officer Supervisor, Credit Manger, and Collections Manager and Collections Supervisor.



16 employers responded, representing 86 employees.

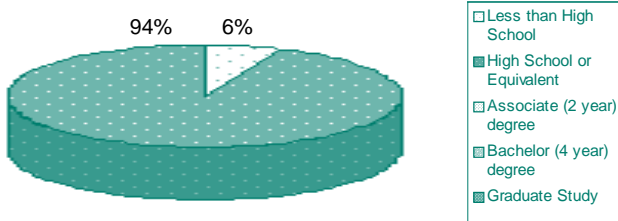
## Wages and Benefits

WAGES	RANGE	MEDIAN
NON-UNION		
New Hires/No Experience	\$6.00 - \$8.00	\$7.48
New Hires/Experienced	\$6.50 - \$12.00	\$9.00
3+ Years at Firm	\$10.00 - \$16.05	\$11.26



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	63%	19%	19%
Training accepted as a substitute	50%	31%	0%
Technical or vocational	25%	50%	25%



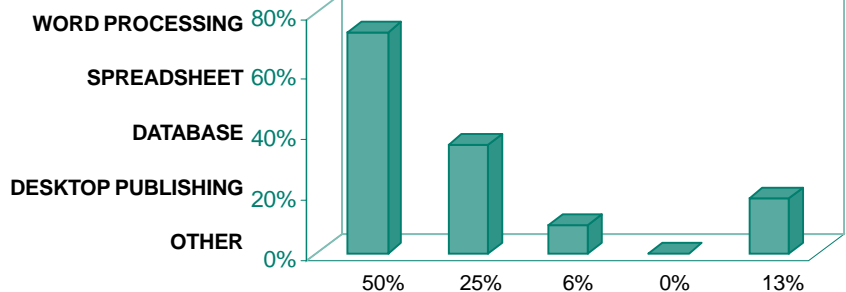
# BILL AND ACCOUNT COLLECTORS

## OES CODE 835080

### Very Important Skills

Oral communication Skills  
 Ability to read and follow instructions  
 Customer service skills  
 Ability to work independently  
 Telephone answering skills  
 Ability to interview others for information  
 Record keeping skills

### Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced		✓	
Inexperienced		✓	

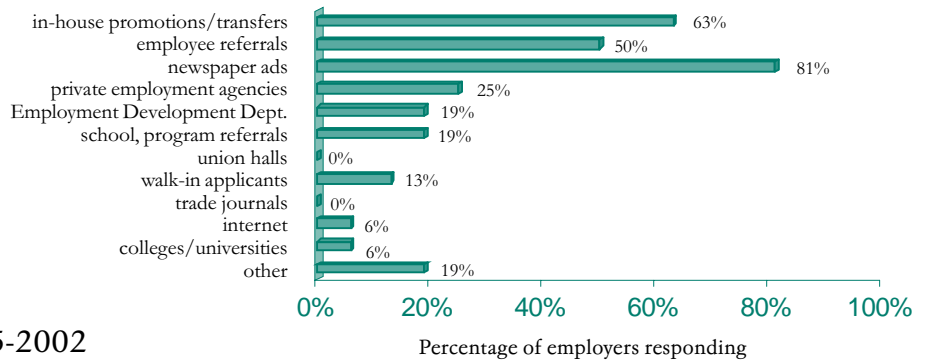
### Source of Filled Vacancies

For employees hired in the last 12 months, 13% resulted from turnover vacancies, 4% from promotions, 4% from temporary or on call positions and 48% from job growth.

### Where The Jobs Are

Adjustment and Collection Services  
 Help Supply Services  
 Offices and Clinics of Dentists

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	20
Jobs Due to Separations	10
Projected Job Openings	30

### Size of Occupation

Small (110 – 130)

Gender: 16% Male 84% Female

The projected job growth rate is 18.2%, which is growing much faster than the average growth rate of 5.1% for jobs in the county.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	97%
Part-time	20	2%
Temporary/On Call	40	1%
Seasonal	0	0%

Employers responded that 94% of the positions are not subject to a union or collective bargaining.



# BINDERY MACHINE OPERATORS

OES CODE 925460

Bindery Machine Operators operate or tend book and other related binding machines that round, back case, line stitch, press, fold, trim, or perform other binding operations. Please do not include Hand Bindery Workers and Machine Feeders and Offbearers.

Alternate titles: Bindery Operator and Bindery Machine Operator.

Promotional Opportunities: Shift Leader, Press Foreman, Bindery Operator I, Bindery Operator II, Bindery Operator III, Press Manager, Bindery Supervisor, Pressman, General Technician, Production Manager, Supervisor, Lead Person and Assistant Supervisor.



17 employers responded, representing 103 employees.

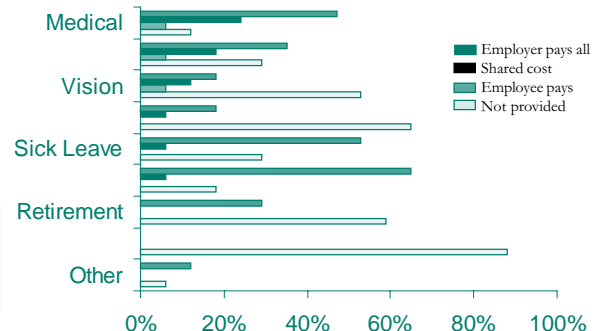
## Wages and Benefits

### WAGES

### RANGE MEDIAN

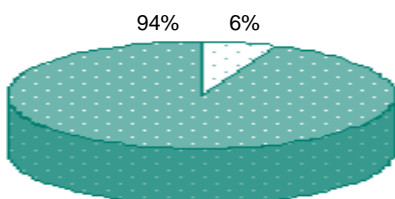
New Hires/No Experience	\$5.75 - \$7.86	\$6.63
New Hires/Experience	\$6.00 - \$11.25	\$8.50
3+ Years Experience at Firm	\$8.00 - \$14.80	\$10.00
100% Non-Union		

### Medical Benefits



## Employer Requirements

### Education



- Less than High School
- High School or Equivalent
- Associate (2 year) degree
- Bachelor (4 year) degree
- Graduate Study

### Experience and Training

	Yes	No	Preferred
Work Experience required	47%	29%	24%
Training accepted as a substitute	53%	18%	0%
Technical or vocational	47%	55%	17%

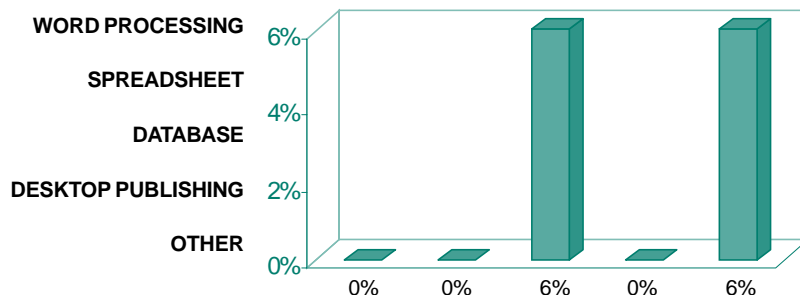
# BINDERY MACHINE OPERATORS

OES CODE 925460

## Very Important Skills

Ability to read and follow instructions  
 Ability to work independently  
 Ability to do routine, repetitive work  
 Oral communication skills  
 Ability to write effectively  
 Ability to perform basic mathematical computations  
 Ability to write legibly

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

Experience Level	Not	Moderately	Very
Experienced			✓
Inexperienced	✓		

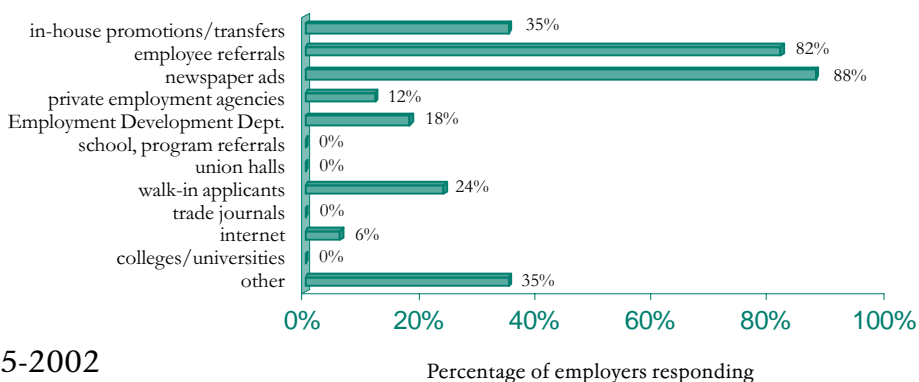
### Source of Filled Vacancies

For employees hired in the last 12 months, 11% resulted from turnover vacancies, 8% from promotions, 44% from temporary positions and 35% from job growth.

### Where The Jobs Are

Commercial Printing, Lithographic  
 Commercial Printing  
 Help Supply Services

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections 1995-2002

New Jobs	50
Jobs Due to Separations	50
Projected Job Openings	100

### Size of Occupation

Large (390 - 440)

Gender: 68% Male 32% Female

The projected job growth rate is 12.8%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Many employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	83%
Part-time	23	11%
Temporary/On Call	32	3%
Seasonal	40	3%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

# COMPUTER SUPPORT SPECIALISTS

OES CODE 251040

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail and operating systems.

Alternate titles: Computer Technician, and Computer Specialists.

Promotional opportunities: Support Specialist I, Instructor, Senior Technician, Manager, Software Engineer, Manager I, Manager Representative and Senior Manager.

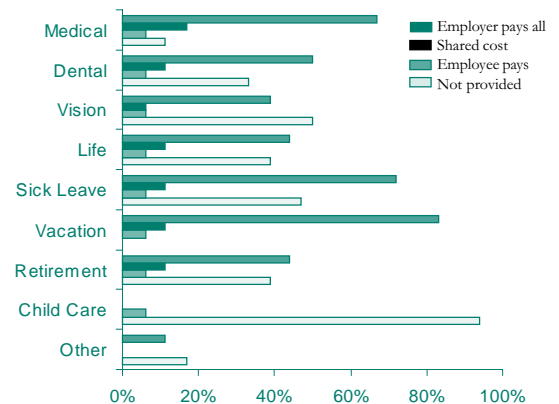


18 employers responded, representing 85 employees.

## Wages and Benefits

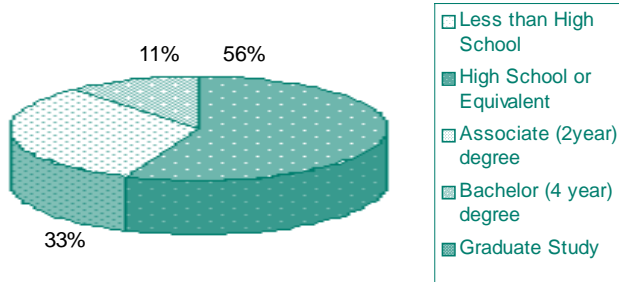
WAGES	RANGE	MEDIAN
New Hires/No Experience	\$10.00 - \$15.34	\$12.67
New Hires/Experienced	\$7.19 - \$21.58	\$14.50
3+ Years Experience at Firm	\$10.00 - \$27.00	\$16.61

### Medical Benefits



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	89%	61%	6%
Training accepted as a substitute	44%	50%	0%
Technical or vocational	33%	44%	22%

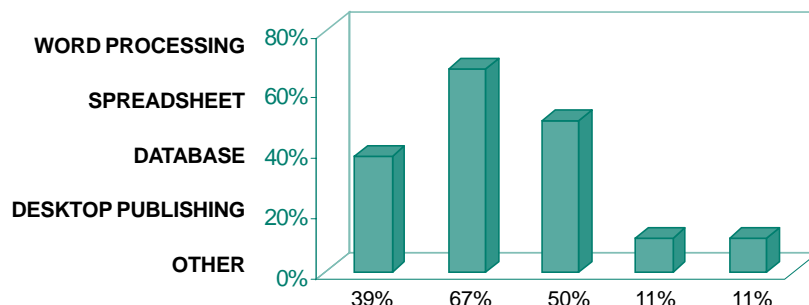
# COMPUTER SUPPORT SPECIALISTS

OES CODE 251040

## Very Important Skills

Basic knowledge of computer software applications  
Oral communication skills  
Ability to read and follow instructions  
Ability to work independently  
Apply computer networking workstation technology  
Implement computer system changes  
Work as a team member

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced		✓	
Inexperienced		✓	

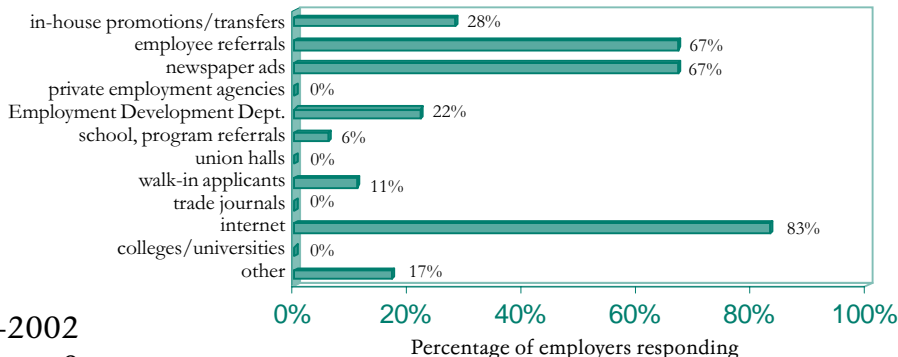
### Source of Filled Vacancies

For employees hired in the last 12 months, 15% resulted from turnover vacancies, 6% from promotions and 80% from job growth.

### Where The Jobs Are

Insurance Agents, Brokers and Service  
Elementary and Secondary Schools  
Prepackaged Software

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	0
Jobs Due to Separations	40
Projected Job Openings	40

### Size of Occupation

Small (40)

Gender: 67% Male 33% Female

The projected job growth rate is 0.0%, which is remaining stable compared to the average growth rate of 5.1% for jobs in the county. Most employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	41	87%
Part-time	29	13%
Temporary/On Call	0	0%
Seasonal	0	0%

Employers responded that 94% of employers report that employees are not subject to a union or collective bargaining agreement.

# CONSTRUCTION MANAGERS

OES CODE 150170

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Please do not include general managers of large construction contracting firms.

Alternate title: Construction Supervisor.

Promotional opportunities: Superintendent, Office Manager, Foreman, Construction Supervisor II, Construction Supervisor, Foreman Supervisor and Supervisor Foreman.

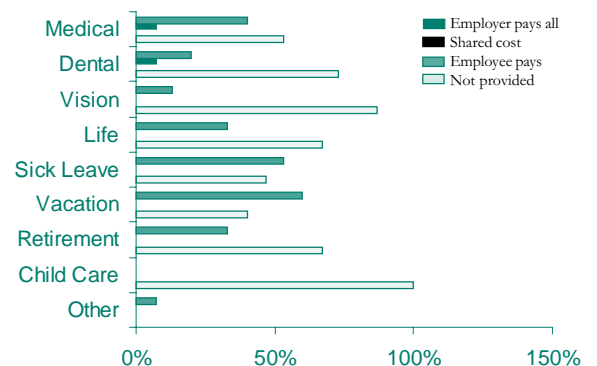


15 employers responded, representing 72 employees.

## Wages and Benefits

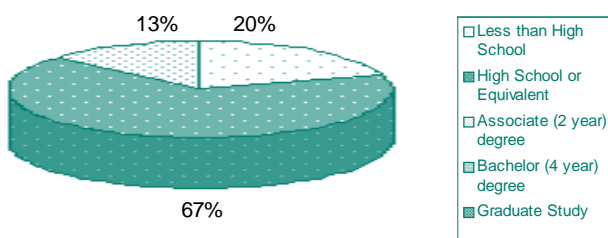
WAGES	RANGE	MEDIAN
New Hires/No Experience	\$6.00 - \$6.00	\$6.00
New Hires/Experience	\$8.00 - \$21.68	\$14.00
3+ Years Experience at Firm	\$10.00 - \$26.36	\$18.00

### Medical Benefits



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	87%	7%	7%
Training accepted as a substitute	40%	53%	0%
Technical or vocational	40%	60%	0%

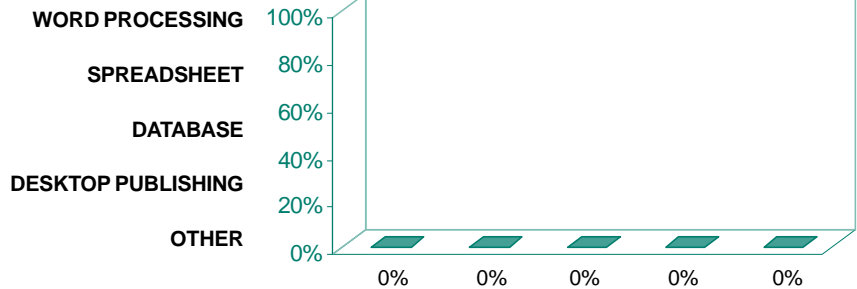
# CONSTRUCTION MANAGERS

OES CODE 150170

## Very Important Skills

Ability to hire and assign personnel  
 Knowledge of OSHA safety standards  
 Ability to estimate costs and submit bids  
 Understanding of construction terms  
 Ability to work independently  
 Oral communication skills  
 Ability to follow purchasing procedures

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced			✓
Inexperienced			✓

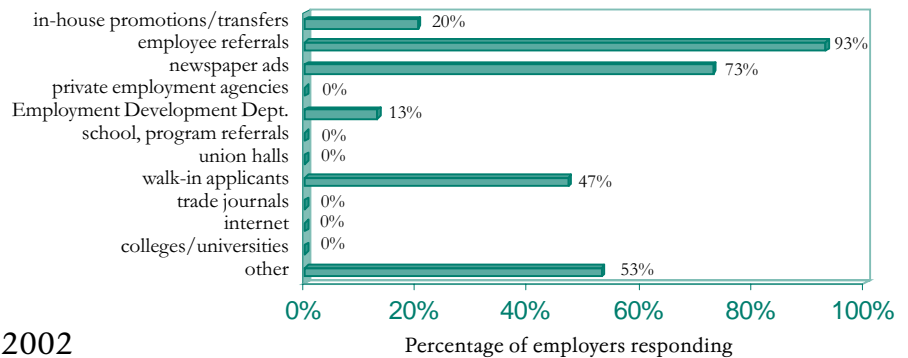
### Source of Filled Vacancies

For employees hired in the last 12 months, 7% resulted from turnover vacancies, 50% from promotions and 50% from job growth.

### Where The Jobs Are

Contractors—Single-Family Homes  
 General Contractors  
 Concrete Work  
 Roofing, Siding and Sheet Metal Work

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections 1995-2002

New Jobs	20
Jobs Due to Separations	20
Projected Job Openings	40

### Size of Occupation

Medium (160 - 180)

Gender: 93% Male 7% Female

Projections: The projected job growth rate is 12.5%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Almost all of the employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	100%
Part-time	0	0%
Temporary/On Call	0	0%
Seasonal	0	0%

Employers responded that 100% of employers report that employees are not subject to a union or collective bargaining agreement.



# DISPATCHERS – POLICE, FIRE AND AMBULANCE

## OES CODE 580020

Dispatchers-Police, Fire, Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

Promotional Opportunities: Supervisor, Communications Operator Supervisor and Senior Dispatcher.

Alternate titles: Dispatcher, Communications Operator I, Communications Operator II, Safety Dispatcher and Dispatcher Clerk.

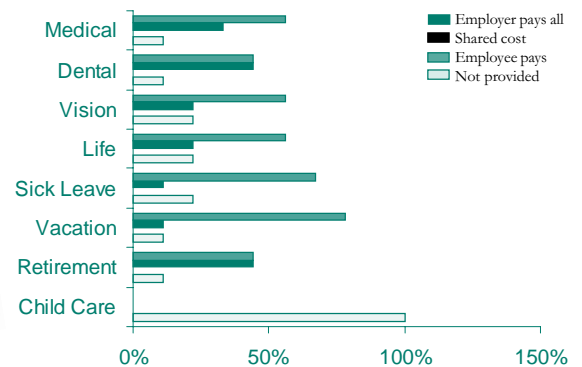


9 employers responded, representing 59, employees.

## Wages and Benefits

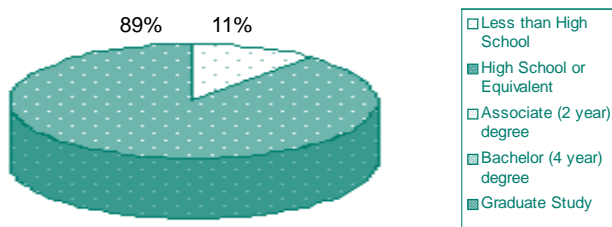
WAGES	RANGE	MEDIAN
<b>NON-UNION</b>		
New Hires/No Experience	\$6.00 - \$8.00	\$6.75
New Hires/Experienced	\$6.50 - \$9.00	\$8.00
3+ Years at Firm	\$8.00 - \$12.00	\$10.00
<b>UNION</b>		
New Hires/No Experience	\$13.85 - \$13.85	\$13.85
New Hires/Experience	\$13.00 - \$15.25	\$14.13
3+ Years Experience at Firm	\$14.16 - \$16.68	\$15.52

### Medical Benefits



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	22%	33%	44%
Training accepted as a substitute	11%	56%	0%
Technical or vocational	22%	67%	11%



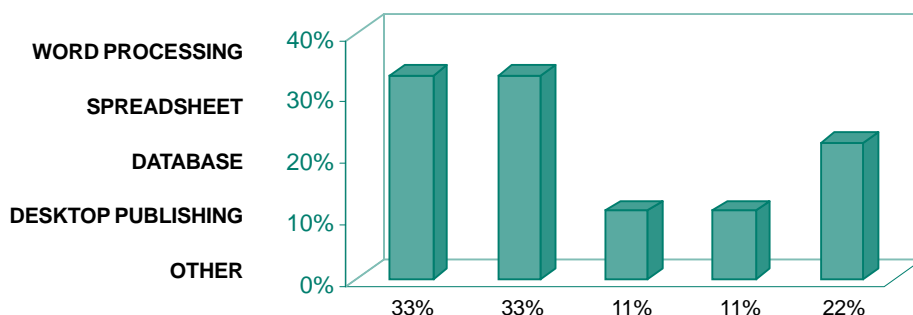
# DISPATCHERS – POLICE, FIRE AND AMBULANCE

## OES CODE 580020

### Very Important Skills

Operate a two-way radio  
 Work as a team member  
 Ability to work independently  
 Apply local/regional geographical knowledge to transportation  
 Communicate details concisely and consistently  
 Customer service skills

### Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced			✓
Inexperienced			✓

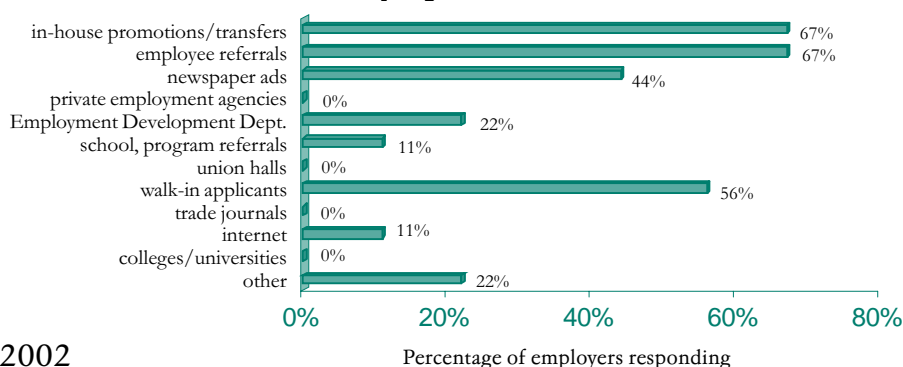
### Source of Filled Vacancies

For employees hired in the last 12 months, 20% resulted in turnover vacancies, 6% from promotions, 6% from temporary positions and 19% from job growth.

### Where The Jobs Are

Executive and Legislative, Offices  
 Combined  
 Local Passenger Transportation  
 Local Trucking Without Storage

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	10
Jobs Due to Separations	10
Projected Job Openings	20

### Size of Occupation

Small (90 – 100)

Gender: 39% Male 61% Female

The projected job growth rate is 11.1%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Most employers expect this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	93%
Part-time	16	7%
Temporary/On Call	0	0%
Seasonal	0	0%

Employers responded that 78% of the positions are not subject to a union or collective bargaining unit.

# FARM EQUIPMENT MECHANICS

## OES CODE 853210

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters and irrigation systems. They may repair dairy equipment. Please do not include Bus and Truck Mechanics and Diesel Engine Specialists.

Alternate Titles: Mechanic and Service Technician.

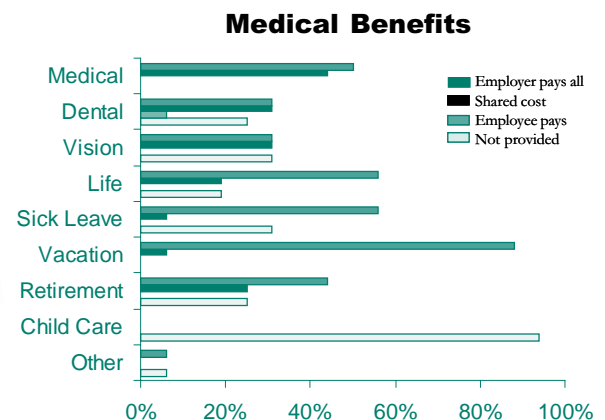
Promotional Opportunities: Shop Foreman, Foreman, Foreman Supervisor, Mechanic Technician, Service Manager, Manager and Sales.



16 employers responded, representing 84 employees.

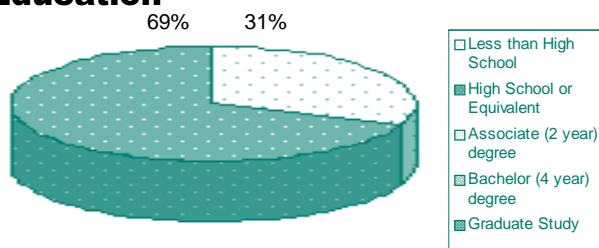
## Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$6.00 - \$10.00	\$7.50
New Hires/Experienced	\$6.50 - \$17.00	\$10.25
3+ Years at Firm	\$10.00 - \$17.00	\$12.50



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	63%	13%	25%
Training accepted as a substitute	13%	75%	0%
Technical or vocational	13%	88%	0%

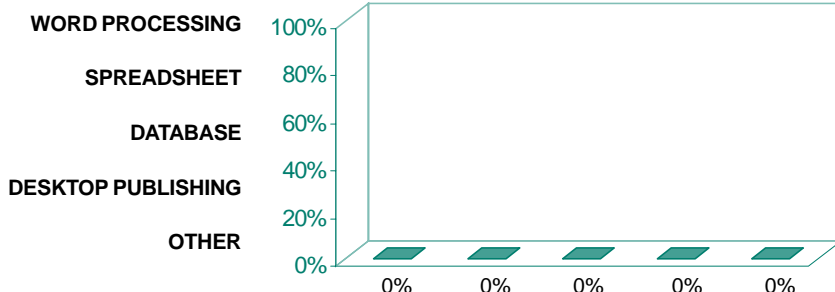
# FARM EQUIPMENT MECHANICS

OES CODE 853210

## Very Important Skills

Ability to use hand tools  
Ability to implement sage work practices  
Possession of mechanical aptitude  
Ability to work independently  
Ability to read and follow instructions  
Oral communication skills

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced			✓
Inexperienced			✓

### Source of Filled Vacancies

For employees hired in the last 12 months, 11% resulted from turnover vacancies, 8% from promotions and 47% from job growth.

### Where The Jobs Are

Farm and Garden Machinery  
and Equipment  
Crop Preparation Services for Market  
Farm Supplies

### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	10
Jobs Due to Separations	20
Projected Job Openings	30

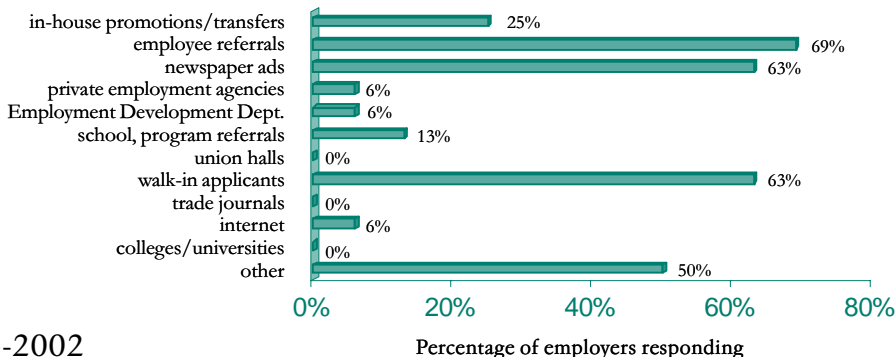
### Size of Occupation

Small (120 – 140)

Gender: 100% Male

The projected job growth rate is 9.1%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Most employers expect employment for this occupation to grow over the next 24 months.

### Employer Recruitment Methods



## Other Information

	Hours Per Week	% of Positions
Full-time	41	94%
Part-time	25	6%
Temporary/On Call	0	0%
Seasonal	0	0%

Employers responded that 94% of the positions are not subject to a union or collective bargaining.

# FOOD PREPARATION WORKERS

OES CODE 650380

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches.

They work in such places as a restaurant kitchen or delicatessen.

Alternate titles: Food Preparers, Cooks and Kitchen Help.

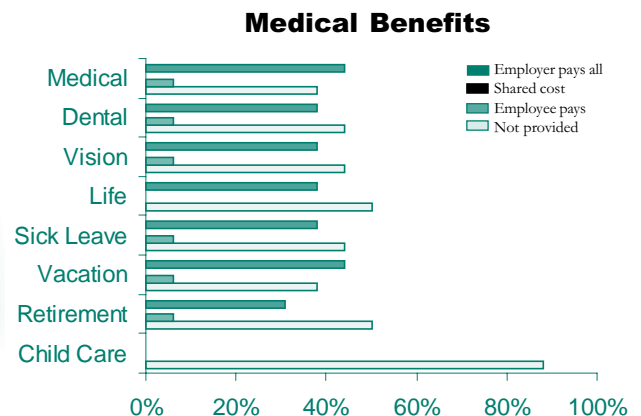
Promotional opportunities: Cook, Cook I, II, III, Kitchen Manager, Manager, Lead Cook, Chef Leader, Line Cook, Shift Leader, Kitchen Manager, Lead Manager, Assistant Manager and Food Servers.



16 employers responded, representing 179 employees.

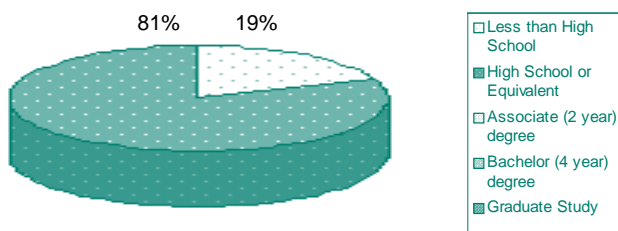
## Wages and Benefits

WAGES	RANGE	MEDIAN
NON-UNION		
New Hires/No Experience	\$5.75 - \$6.50	\$5.78
New Hires/Experienced	\$5.75 - \$9.23	\$6.75
3+ Years at Firm	\$6.00 - \$11.00	\$8.50



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	38%	50%	13%
Training accepted as a substitute	31%	19%	0%
Technical or vocational	13%	88%	0%

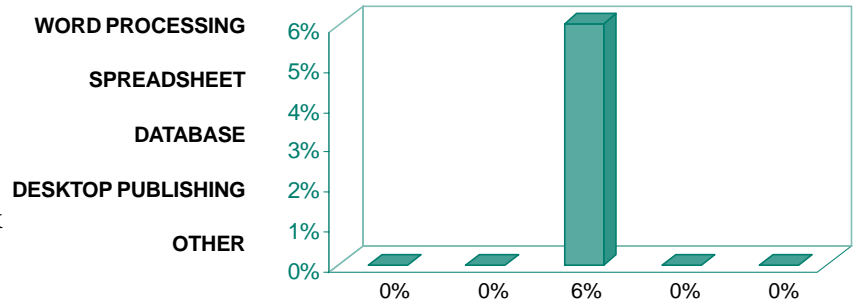
# FOOD PREPARATION WORKERS

OES CODE 650380

## Very Important Skills

Telephone answering skills  
Ability to write effectively  
Public contact skills  
Ability to read and follow instructions  
Oral communication skills  
Alphabetic and numeric filing skills  
Ability to perform routine, repetitive work

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced		✓	
Inexperienced		✓	

### Source of Filled Vacancies

For employees hired in the last 12 months, 9% resulted from turnover vacancies, 6% from promotions and 50% from job growth.

### Where The Jobs Are

Eating and Drinking Places  
Elementary and Secondary Schools  
Amusement and Recreation Services

### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	50
Jobs Due to Separations	80
Projected Job Openings	130

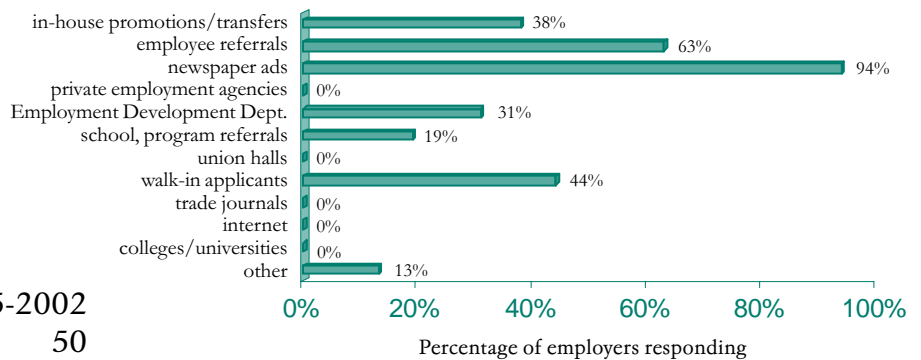
### Size of Occupation

Very Large (800 – 850)

Gender: 37% Male 63% Females

The projected job growth rate is 6.3%, which is growing faster than the average growth rate of 5.1% growth rate for jobs in the county. Most employers expect employment for this occupation to remain stable over the next 24 months.

### Employer Recruitment Methods



## Other Information

	Hours Per Week	% of Positions			
Full-time	40	61%			
Part-time	24	32%			
Temporary/On Call	0	0%	69%	31%	0%
Seasonal	40	7%			

Employers responded that 81% of the positions are not subject to a union or collective bargaining unit.

# FOOD SERVICE MANAGERS

OES CODE 150261

Food Service Managers plan, organize, direct, control or coordinate activities of an organization or department that serves food and/or beverages. Please include Food and Beverage Directors.

Alternate titles: Manager, Floor Manager and Cook.

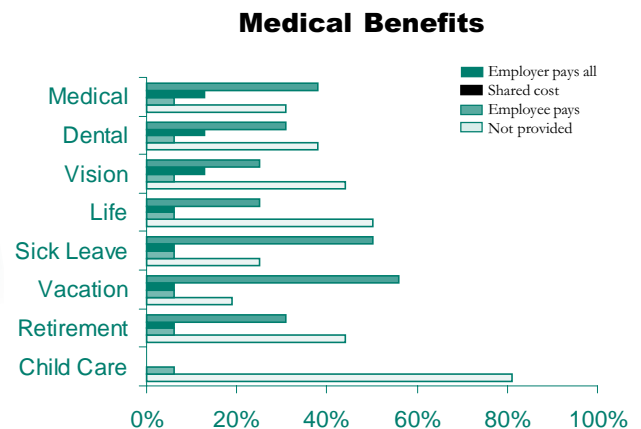
Promotional opportunities: Assistant Manager, Manager, Supervisor, Manager I, Manager II and Manager III.



16 employers responded, representing 42 employees.

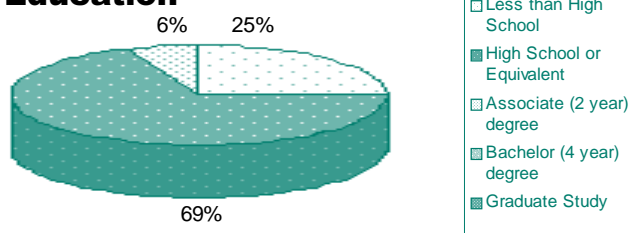
## Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$5.75 - \$7.00	\$5.75
New Hires/Experienced	\$5.75 - \$16.78	\$9.32
3+ Years at Firm	\$6.25 - \$22.53	\$13.25



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	63%	31%	6%
Training accepted as a substitute	56%	13%	0%
Technical or vocational	13%	88%	0%



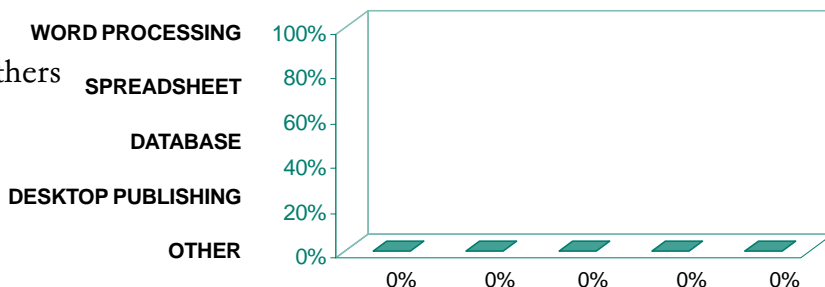
# FOOD SERVICE MANAGERS

OES CODE 150261

## Very Important Skills

Public contact skills  
Oral communication skills  
Ability to plan and organize the work of others  
Understanding of inventory techniques  
Ability to hire and assign personnel  
Food preparations skills  
Ability to work under pressure

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced		✓	
Inexperienced		✓	

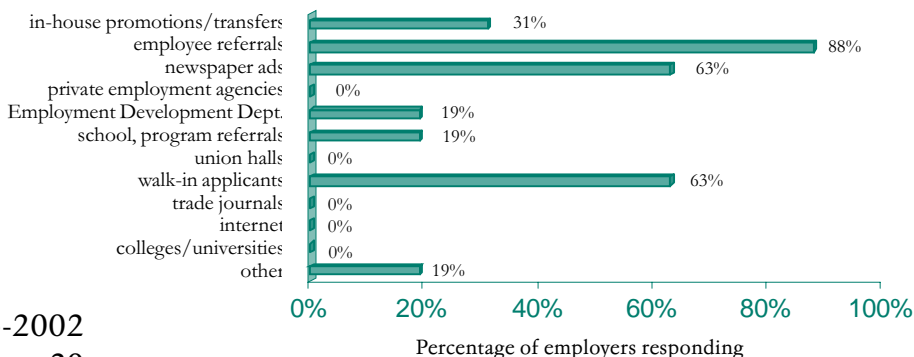
### Source of Filled Vacancies

For employees hired in the last 12 months, 38% resulted from turnover vacancies, 35% from promotions and 30% from job growth.

### Where The Jobs Are

Eating and Drinking Places  
Elementary and Secondary Schools  
Hotels and Motels

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	20
Jobs Due to Separations	40
Projected Job Openings	60

### Size of Occupation

Large (270 – 290)

Gender: 55% Male 45% Females

The projected job growth rate is 7.4%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Almost all of the employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	76%
Part-time	22	24%
Temporary/On Call	0	0%
Seasonal	0	0%

Employers responded that 81% of the positions are not subject to a union or collective bargaining unit.



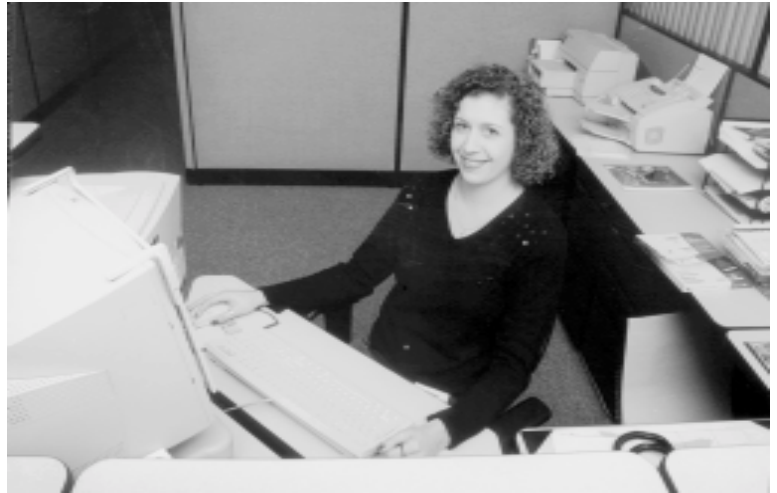
# GENERAL OFFICE CLERKS

OES CODE 553470

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing stenography, office machine operation and filing. Please do not include workers whose duties are narrowly defined.

Alternate titles: Office and Assistant.

Promotional opportunities: Account Representative, Legal Secretary, Front Office Clerk, Administrative Assistant, Inside Sales, Assistant Manager, Office Manager, Front Office Manager, Accountant Classification, Senior Clerical Assistant and Secretary I.

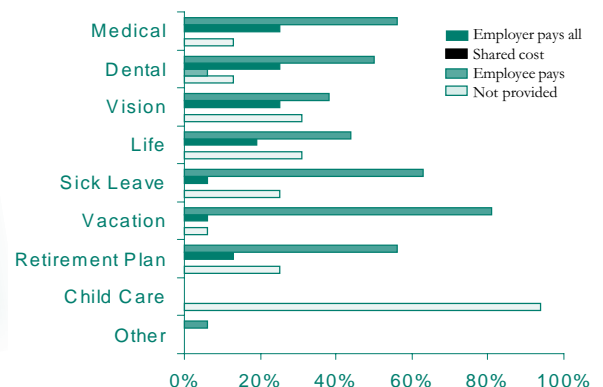


16 employers responded, representing 113 employees.

## Wages and Benefits

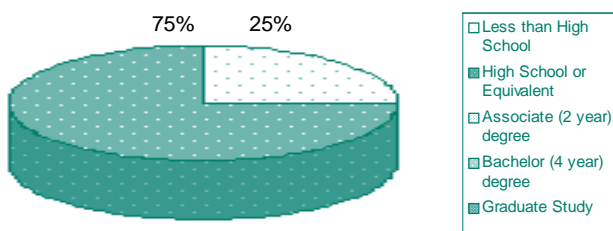
WAGES	RANGE	MEDIAN
<b>NON-UNION</b>		
New Hires/No Experience	\$5.75 - \$7.00	\$5.88
New Hires/Experienced	\$5.75 - \$9.50	\$7.38
3+ Years at Firm	\$7.50 - \$14.50	\$11.50
<b>UNION</b>		
New Hires/No Experience		
New Hires/Experience	\$9.27- \$13.67	\$10.11
3+ Years Experience at Firm	\$10.01 - \$15.09	\$10.98

### Medical Benefits



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	69%	13%	19%
Training accepted as a substitute	63%	25%	0%
Technical or vocational	25%	75%	0%

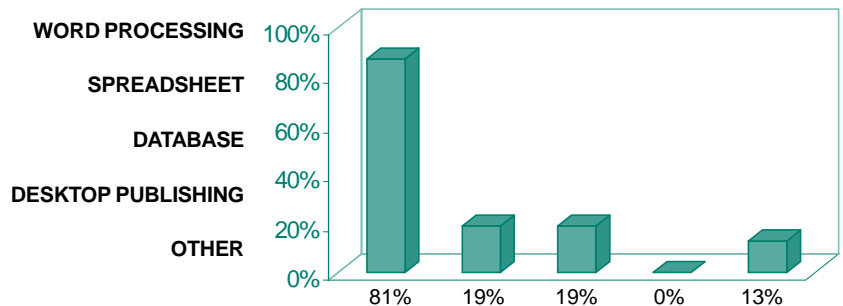
# GENERAL OFFICE CLERKS

OES CODE 553470

## Very Important Skills

Telephone answering skills  
Ability to write effectively  
Public contact skills  
Ability to read and follow instructions  
Oral communication skills  
Alphabetic and numeric filing skills  
Ability to perform routine, repetitive work

## Computer Software Skills



## Employment Trends

### Supply and Demand

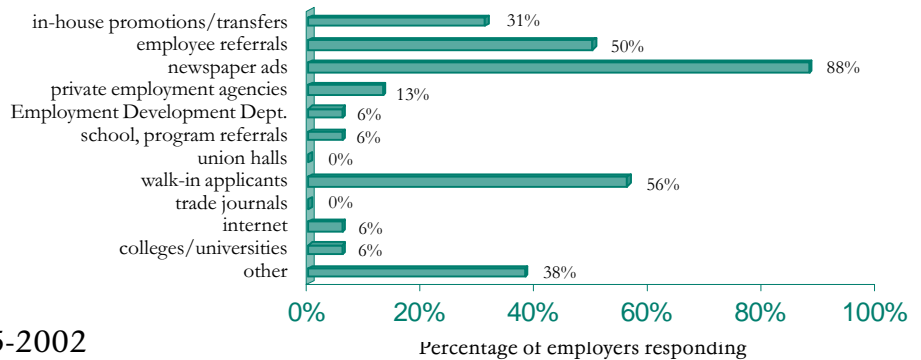
How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced		✓	
Inexperienced	✓		

### Source of Filled Vacancies

For employees hired in the last 12 months, 9% resulted from turnover vacancies, 8% from promotions, 13% from temporary positions and 46% from new positions.

### Employer Recruitment Methods



### Where The Jobs Are

Help Supply Services  
Elementary and Secondary Schools

### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	10
Jobs Due to Separations	390
Projected Job Openings	400

### Size of Occupation

Very Large (2,380 – 2,390)

Gender: 6% Male 94% Females

The projected job growth rate is .4%, which is slower than the average growth rate of 5.1% for jobs in the county. Almost all of the employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	79%
Part-time	21	17%
Temporary/On Call	15	2%
Seasonal	30	3%

Employers responded that 75% of the positions are not subject to a union or collective bargaining unit.

# HEATING, AIR CONDITIONING AND REFRIGERATION MECHANICS AND INSTALLERS

## OES CODE 859020

Heating, Air Conditioning and Refrigeration Mechanics and Installers install and repair heating, air conditioning and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Please do not include workers who do only plumbing and pipefitting work.

Alternate titles: Technician, Installer, and Service Technician.

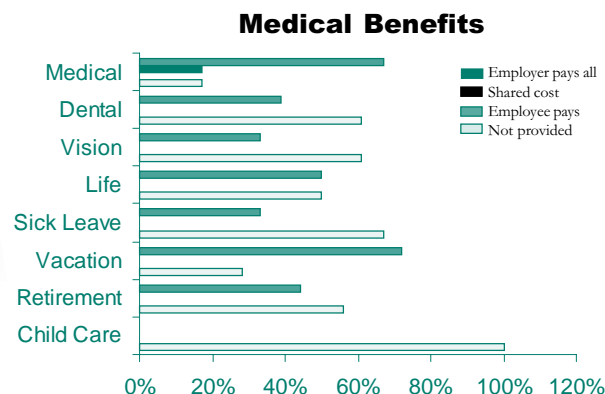
Promotional opportunities: Head Technician, Manager, Technician I, II, III, Installer, Supervisor, Leadman and Construction Foreman.



18 employers responded, representing 121 employees.

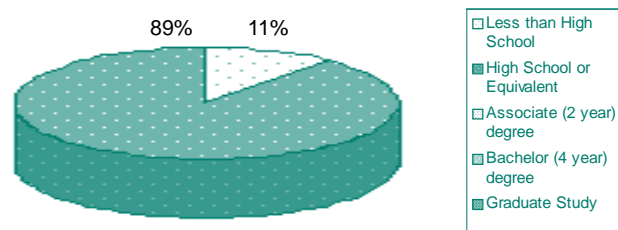
## Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$6.00 - \$7.00	\$6.50
New Hires/Experienced	\$8.00 - \$15.00	\$10.50
3+ Years at Firm	\$10.00 - \$19.00	\$15.00



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	94%	0%	6%
Training accepted as a substitute	44%	56%	0%
Technical or vocational	39%	50%	11%

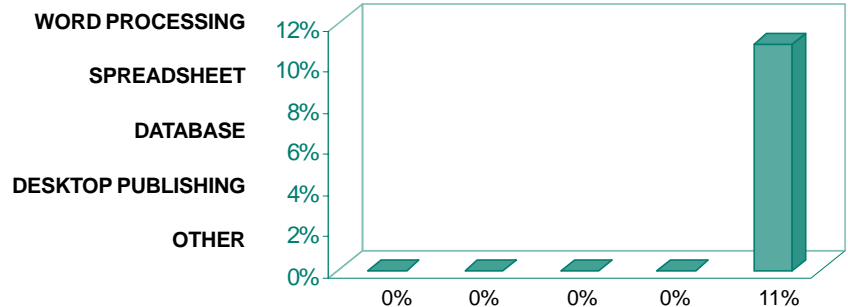
# HEATING, AIR CONDITIONING AND REFRIGERATION MECHANICS AND INSTALLERS

## OES CODE 859020

### Very Important Skills

Possession of a valid driver's license  
 Problem solving skills  
 Possession of a good DMV driving record  
 Ability to read and follow instructions  
 Ability to work independently  
 Ability to provide own hand tools  
 Oral communication skills

### Computer Software Skills



## Employment Trends

### Supply and Demand

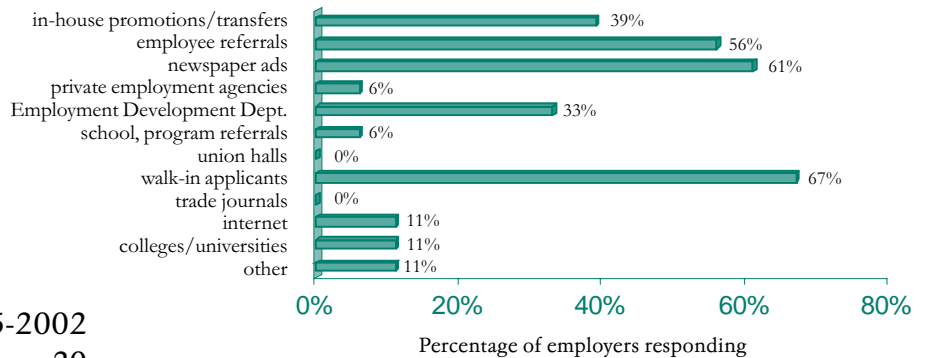
How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced			✓
Inexperienced			✓

### Source of Filled Vacancies

For employees hired in the last 12 months, 7% resulted from turnover vacancies, 4% from promotions, 13% from temporary positions and 48% from job growth.

### Employer Recruitment Methods



### Where The Jobs Are

Plumbing, Heating and  
 Air-Conditioning  
 Refrigeration and Air-Conditioning  
 Fresh Fruits and Vegetables

### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	20
Jobs Due to Separations	20
Projected Job Openings	40

### Size of Occupation

Large (270 – 290)      Small (120 – 140)

Gender:      98% Male      2% Females

The projected job growth rate is 16.7%, which is growing much faster than the average growth rate of 5.1% for the county. Most employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	41	95%
Part-time	26	3%
Temporary/On Call	0	0%
Seasonal	35	2%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

# HELPERS – CARPENTERS AND RELATED

## OES CODE 983120

Carpenters' Helpers and Related Workers help Carpenters or carpentry related craft workers by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. Please do not include apprentice workers or construction or maintenance laborers who do not primarily assist Carpenters or carpentry related craft workers.

Alternate title: Laborer.

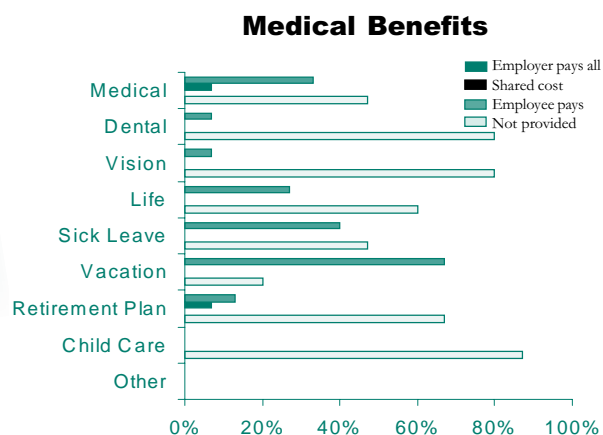
Promotional opportunities: Foreman, Assistant Manager, Superintendent, Foreman, Tile Setter, Project Manager, Manager, Equipment Operator, Assistant Superintendent, Supervisor and Main Laborer.



15 employers responded, representing 144 workers.

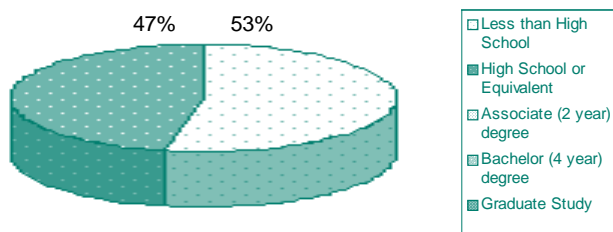
## Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$5.75 - \$7.50	\$7.00
New Hires/Experienced	\$5.75 - \$11.51	\$8.00
3+ Years at Firm	\$6.50 - \$15.00	\$11.00



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	80%	13%	7%
Training accepted as a substitute	53%	33%	0%
Technical or vocational	40%	60%	0%

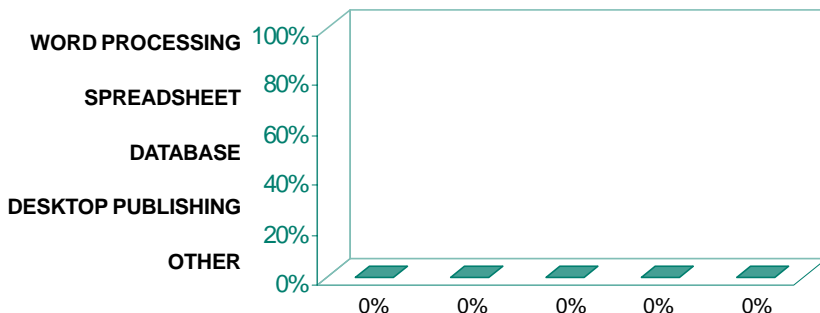
# HELPERS – CARPENTERS AND RELATED

## OES CODE 983120

### Very Important Skills

Good eye-hand coordination  
 Ability to perform strenuous, physically demanding work  
 Ability to work as part of a team  
 Ability to use and read a tape measure  
 Ability to implement safe working practices  
 Ability to use hands, arms, fingers  
 Ability to follow oral instructions

### Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced		✓	
Inexperienced		✓	

### Source of Filled Vacancies

For employees hired in the last 12 months, 18% resulted from turnover vacancies, 7% from promotions, 19% from temporary positions and 21% from job growth.

### Where The Jobs Are

Contractors  
 Construction  
 Heavy Construction

### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	10
Jobs Due to Separations	20
Projected Job Openings	30

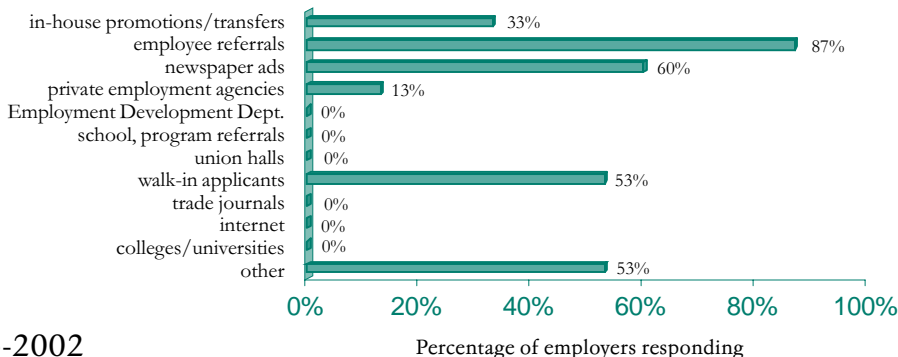
### Size of Occupation

Small (90 – 100)

Gender: 16% Male 84% Female

The projected job growth rate is 11.1%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Almost all of the employers expect employment for this occupation to remain stable over the next 24 months.

### Employer Recruitment Methods



## Other Information

	Hours Per Week	% of Positions
Full-time	41	81%
Part-time	28	2%
Temporary/On Call	40	14%
Seasonal	30	3%

Employers responded that 94% of the positions are not subject to a union or collective bargaining.



# HOME HEALTH AIDES

OES CODE 660110

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming and assisting with medications under doctors' orders or direction of nurse. Please exclude Nursing Aides and Homemakers.

Alternate titles: Direct Care Staff.

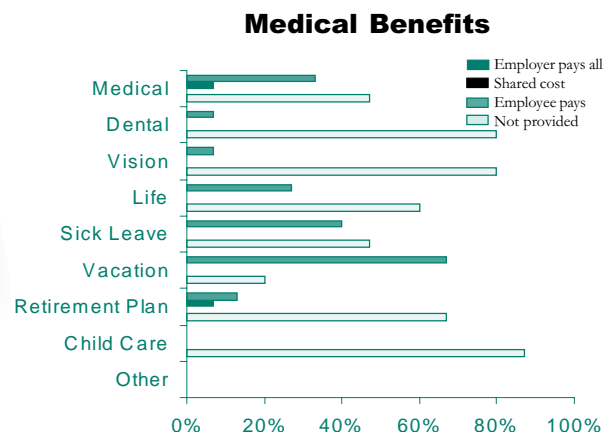
Promotional opportunities: Care Coordinator, Certified Nurses Assistant, Assistant Program Manager, Certified Nurse, Facility Manager, and Program Manager.



9 employers responded, representing 187 employees.

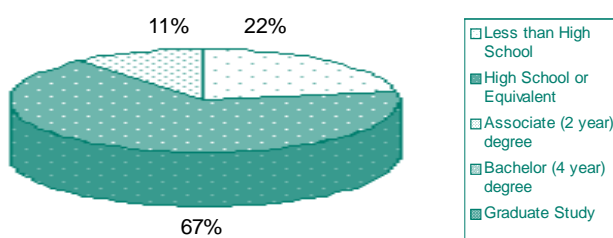
## Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$5.75 - \$8.00	\$6.50
New Hires/Experienced	\$5.75- \$13.00	\$7.50
3+ Years at Firm	\$7.00 - \$15.00	\$8.50



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	44%	0%	56%
Training accepted as a substitute	56%	44%	0%
Technical or vocational	56%	22%	0%



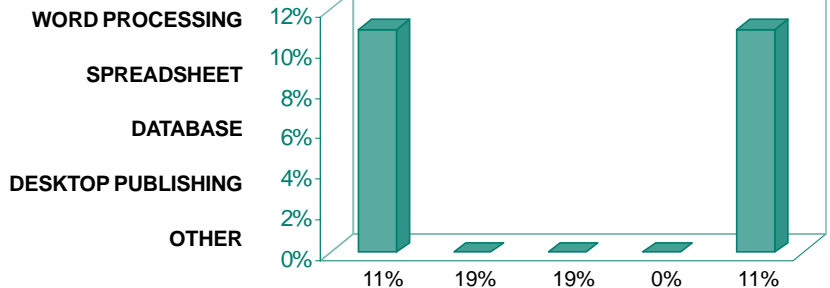
# HOME HEALTH AIDES

OES CODE 660110

## Very Important Skills

Willingness to work with close supervision  
Possession of a valid driver's license  
Ability to work effectively  
Possess of a reliable vehicle  
Ability to read and follow instructions  
Ability to write legibly  
Ability to apply transferring techniques moving patients

## Computer Software Skills



## Employment Trends

### Supply and Demand

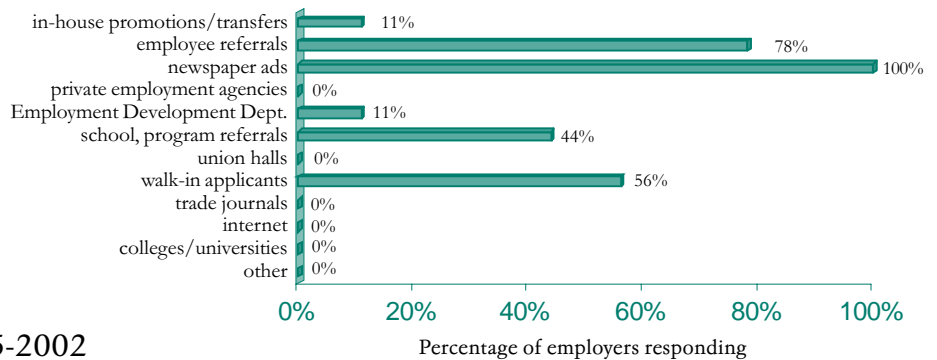
How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced			✓
Inexperienced	✓		

### Source of Filled Vacancies

For employees hired in the last 12 months, 10% resulted from turnover vacancies, 4% from promotions, 4% from temporary positions and 56% from job growth.

### Employer Recruitment Methods



### Where The Jobs Are

Home Health Care Services  
Residential Care  
Individual and Family Social Services

### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	90
Jobs Due to Separations	30
Projected Job Openings	10

### Size of Occupation

Large (260 – 350)

Gender: 21% Male 79% Female

The projected job growth rate is 34.6%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Many employers expect employment for this occupation to grow over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	39	57%
Part-time	24	41%
Temporary/On Call	18	14%
Seasonal	0	0%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

# HOSTS, HOSTESSES-RESTAURANT, LOUNGE OR COFFEE SHOP

OES CODE 650020

Hosts and Hostesses-Restaurant, Lounge or Coffee Shop, welcome patrons, seat them at tables or in lounge and insure quality of facilities and service.

Alternate titles: None reported.

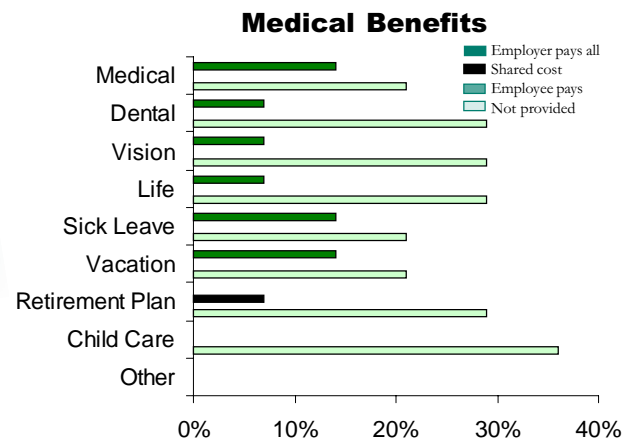
Promotional opportunities: Waitress, Cashier, Lead Waitress, Buser, Server, Food Server, Assistant Manager and Manager.



14 employers responded, representing 51 employees.

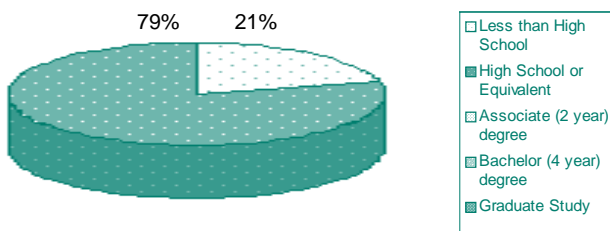
## Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$5.75 - \$5.75	\$5.75
New Hires/Experienced	\$5.75 - \$7.00	\$6.25
3+ Years at Firm	\$6.75 - \$8.80	\$7.75



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	36%	36%	29%
Training accepted as a substitute	50%	22%	0%
Technical or vocational	14%	86%	0%

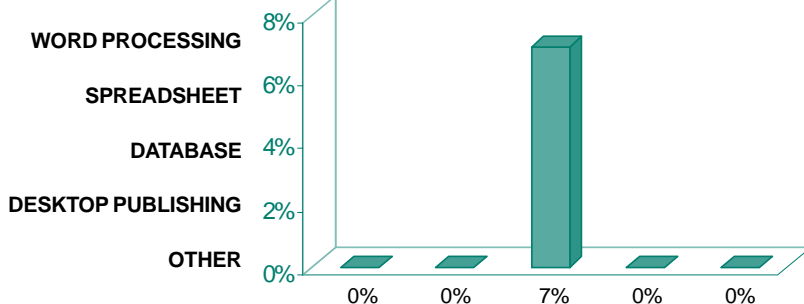
# HOSTS, HOSTESSES-RESTAURANT, LOUNGE OR COFFEE SHOP

OES CODE 65020

## Very Important Skills

Oral communication skills  
Ability to work independently  
Ability to work under pressure  
Ability to read and follow instructions  
Public contact skills  
Ability to stand for prolonged periods  
Supervision skills

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced		✓	
Inexperienced		✓	

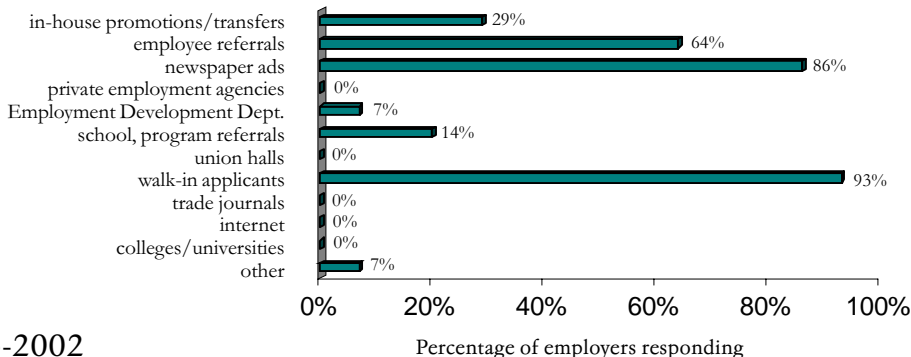
### Source of Filled Vacancies

For employees hired in the last 12 months, 39% resulted from turnover vacancies, 25% from promotions and 17% from job growth.

### Where The Jobs Are

Eating Places  
Hotels and Motels  
Amusement and Recreation Services

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	20
Jobs Due to Separations	30
Projected Job Openings	50

### Size of Occupation

Medium (130 – 150)

Gender: 20% Male 80% Female

The projected job growth rate is 15.4%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Most employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	24%
Part-time	23	76%
Temporary/On Call	18	14%
Seasonal	0	0%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

# LABORERS, LANDSCAPING AND GROUNDSKEEPING

OES CODE 790410

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking and sprinkler installation. Workers may help brick and stone masons.

Alternate titles: Laborer and Landscaper.

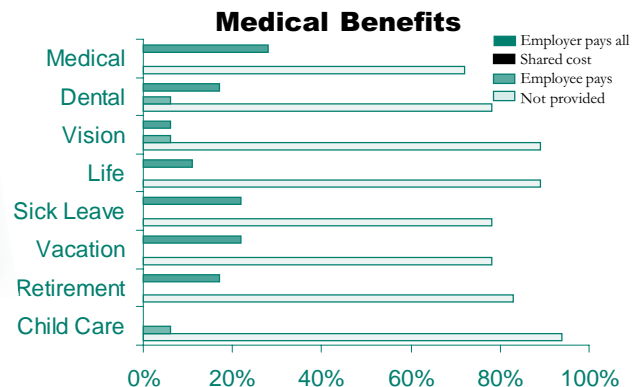
Promotional opportunities: Foreman, Leadman, Supervisor, Assistant Superintendent, Assistant Green Supervisor and Lead Manager.



18 employers responded, representing 245 employees.

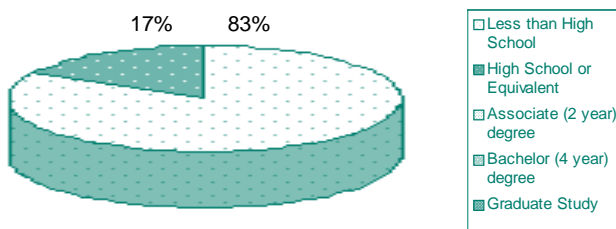
## Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$5.75 - \$8.00	\$6.25
New Hires/Experienced	\$6.00 - \$9.00	\$8.00
3+ Years at Firm	\$8.50 - \$12.50	\$9.55



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	22%	50%	28%
Training accepted as a substitute	22%	27%	0%
Technical or vocational	11%	89%	0%

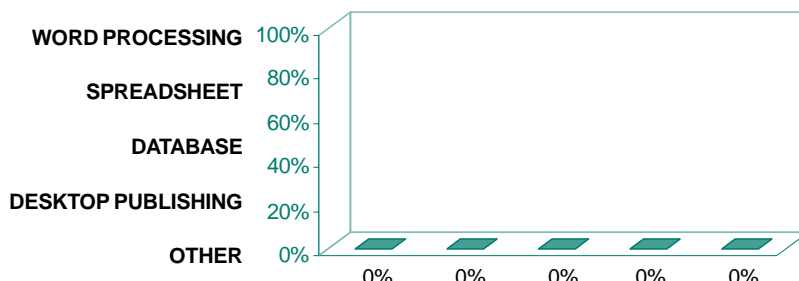
# LABORERS, LANDSCAPING AND GROUNDKEEPING

OES CODE 790410

## Very Important Skills

Possession of a reliable vehicle  
Ability to work independently  
Ability to read and follow instructions  
Possession of a valid driver's license  
Willingness to work with close supervision  
Oral communication skills  
Ability to lift at least 75 pounds repeatedly

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced			✓
Inexperienced	✓		

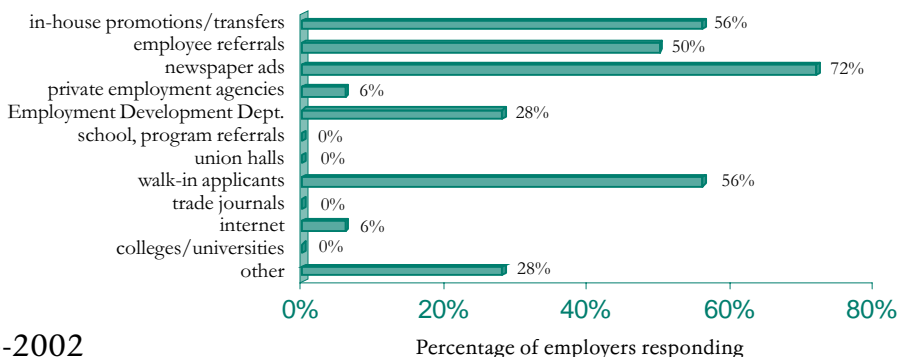
### Source of Filled Vacancies

For employees hired in the last 12 months, 7% resulted from turnover vacancies, 2% from promotions and 72% from new positions.

### Where The Jobs Are

Lawn and Garden Services  
Membership Sports and Recreation Clubs  
Business Services

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	30
Jobs Due to Separations	10
Projected Job Openings	40

### Size of Occupation

Large (430 – 460)

Gender: 79% Male 21% Female

The projected job growth rate is 7.0%, which is growing faster than the average growth rate of 5.1% for jobs in the county. Most employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	71%
Part-time	29	4%
Temporary/On Call	0	0%
Seasonal	0	0%

Employers responded that 94% of the positions are not subject to a union or collective bargaining unit.

# MAINTENANCE REPAIRERS – GENERAL UTILITY

OES CODE 851320

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors or stairs.



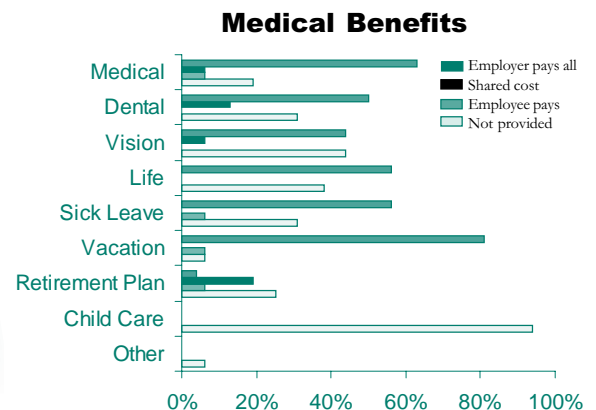
Alternate titles: Maintenance and General Laborer.

Promotional opportunities: Director, Manager, Senior Salesperson, Project Manager, Supervisor and Chief Engineer.

16 employers responded, representing 258 employees.

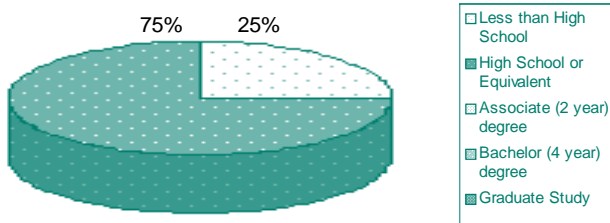
## Wages and Benefits

WAGES	RANGE	MEDIAN
<b>NON-UNION</b>		
New Hires/No Experience	\$7.00- \$8.63	\$7.00
New Hires/Experienced	\$8.00 - \$16.64	\$10.00
3+ Years at Firm	\$9.50 - \$17.00	\$12.00
<b>UNION</b>		
New Hires/No Experience		
New Hires/Experienced	\$10.24 - \$17.75	\$13.00
3+ Years at Firm	\$10.24- \$17.75	\$15.09



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	81%	6%	13%
Training accepted as a substitute	63%	31%	0%
Technical or vocational	19%	69%	13%



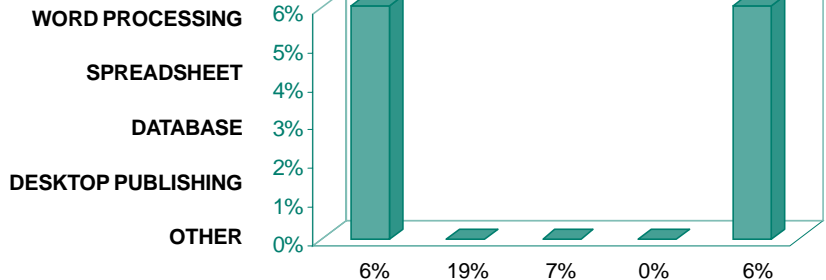
# MAINTENANCE REPAIRERS – GENERAL UTILITY

OES CODE 851320

## Very Important Skills

Ability to read and follow instructions  
Oral communication skills  
Ability to work independently  
Ability to operate power hand tools  
Ability to lift at least 50 pounds repeatedly  
Ability to write legibly  
Electrical repair skills

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced			✓
Inexperienced	✓		

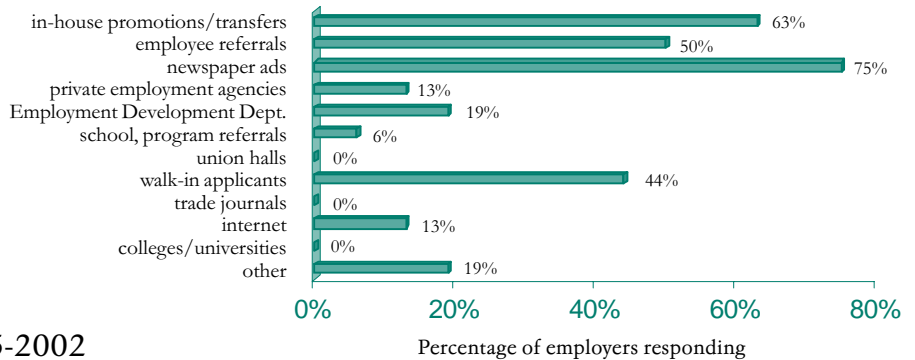
### Source of Filled Vacancies

For employees hired in the last 12 months, 16% resulted from turnover vacancies, 22% from promotions, and 29% from job growth.

### Where The Jobs Are

Elementary and Secondary Schools  
Food and Kindred Products  
Motor Freight Transportation and Warehousing

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	60
Jobs Due to Separations	170
Projected Job Openings	230

### Size of Occupation

Large (1,180 –1,240)

Gender: 98% Male 2% Female

The projected job growth rate is 5.1%, which is average compared to the average growth rate of 5.1% for jobs in the county. Most employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	42	88%
Part-time	15	4%
Temporary/On Call	26	8%
Seasonal	0	0%

Employers responded that 69% of the positions are not subject to a union or collective bargaining unit.

# MEDICAL ASSISTANTS

OES CODE 660050

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

Alternate titles: None reported.

Promotional opportunities: Office Manager, Back Office Supervisor, Supervisor, Lead Nurse, Head Nurse and Back Office Support.

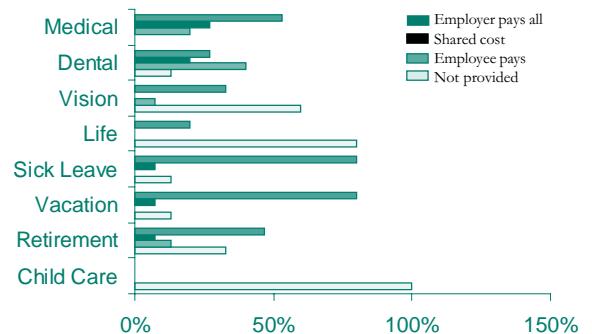


15 employers responded, representing 195 employees.

## Wages and Benefits

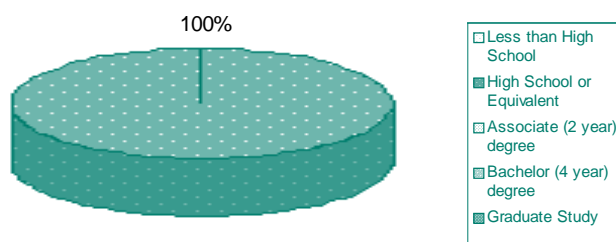
WAGES	RANGE	MEDIAN
New Hires/No Experience	\$6.00 - \$8.00	\$7.00
New Hires/Experienced	\$7.50 - \$9.50	\$8.00
3+ Years at Firm	\$9.00 - \$11.50	\$10.00

### Medical Benefits



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	53%	20%	27%
Training accepted as a substitute	83%	17%	0%
Technical or vocational	60%	33%	7%

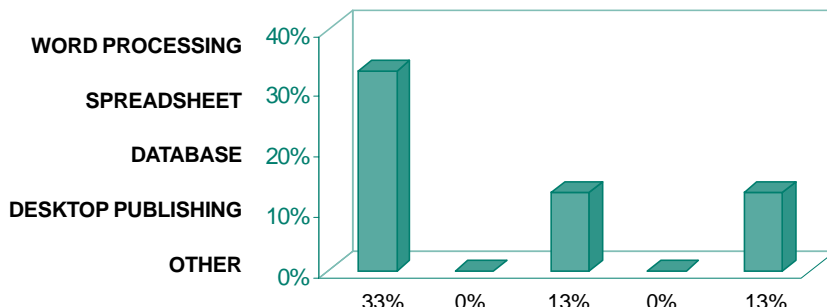
# MEDICAL ASSISTANTS

OES CODE 660050

## Very Important Skills

Ability to apply sterilization techniques  
 Ability to read and follow instructions  
 Ability to write legibly  
 Oral communication skills  
 Knowledge of medical terminology  
 Ability to work independently

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced		✓	
Inexperienced		✓	

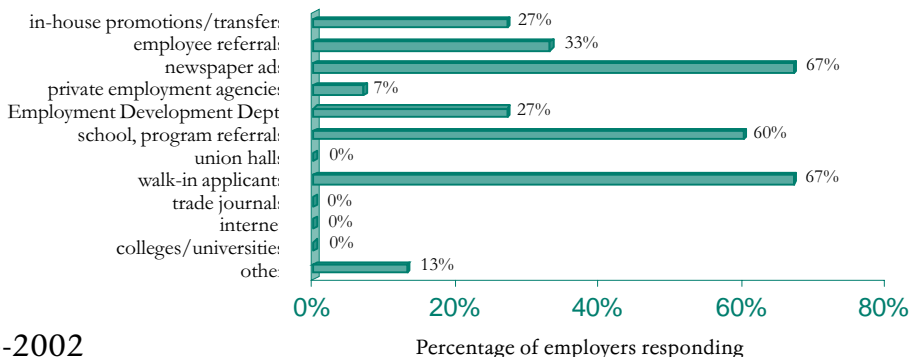
### Source of Filled Vacancies

For employees hired in the last 12 months, 22% resulted from turnover vacancies, 27% from promotions and 27% from job growth.

## Where The Jobs Are

Offices and Clinics of  
 Doctors of Medicine

## Employer Recruitment Methods



## Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	60
Jobs Due to Separations	30
Projected Job Openings	90

## Size of Occupation

Large (250 – 310)

Gender: 2% Male 98% Female

The projected job growth rate is 24%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Most employers expect employment in this occupation to grow over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	91%
Part-time	26	6%
Temporary/On Call	40	14%
Seasonal	0	0%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

# RADIOLOGIC TECHNOLOGISTS

OES CODE 329190

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Please include technologists who specialize in other modalities such as computed tomography, ultrasound and magnetic resonance. Please include workers whose primary duties are to demonstrate portions of the human body of X-ray film or fluoroscopic screen.

Alternate titles: Radiology Technician and Registered Dental Assistant.

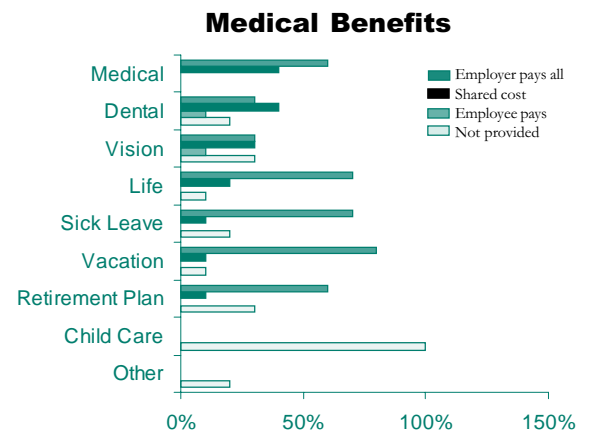
Promotional opportunities: Office Manager, Supervisor, Supervisor and Lead Director.



10 employers responded, representing 77 employees.

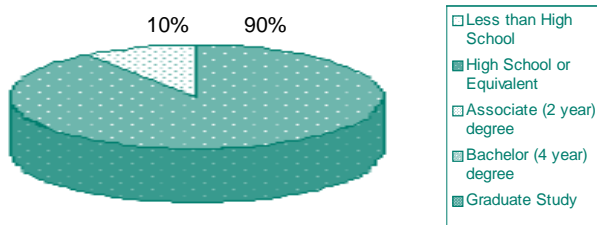
## Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$8.00 - \$14.33	\$11.00
New Hires/Experienced	\$8.50 - \$17.00	\$12.98
3+ Years at Firm	\$10.00 - \$22.00	\$17.25



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	50%	10%	40%
Training accepted as a substitute	40%	50%	0%
Technical or vocational	100%	0%	0%

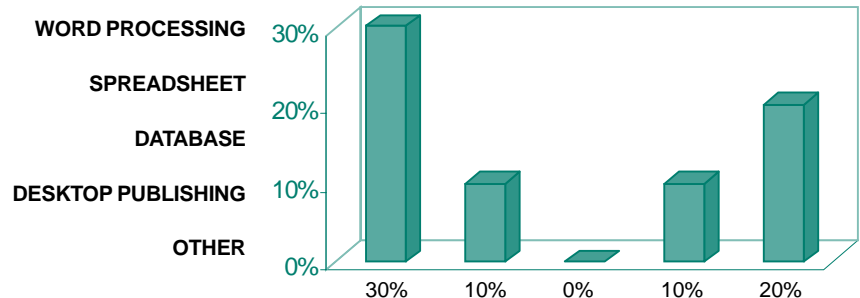
# RADIOLOGIC TECHNOLOGISTS

OES CODE 329190

## Very Important Skills

Apply patient care procedures  
Operate X-ray machine  
Ability to read and follow instructions  
Oral communication skills  
Ability to work independently  
Customer service skills  
Public contact skills

## Computer Software Skills



## Employment Trends

### Supply and Demand

How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced			✓
Inexperienced	✓		

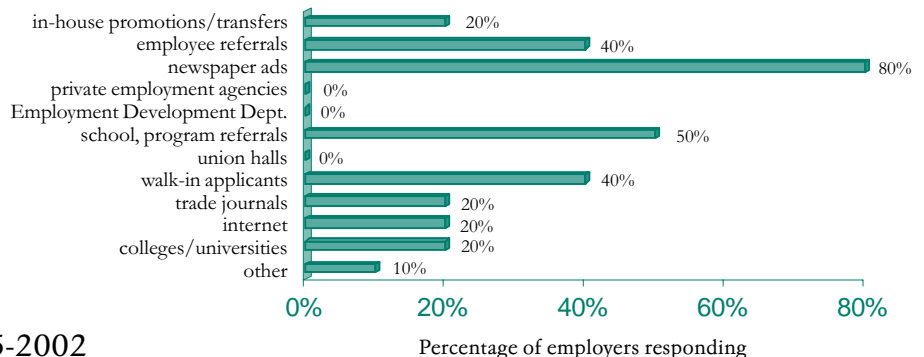
### Source of Filled Vacancies

For employees hired in the last 12 months, 22% resulted from turnover vacancies, 27% from promotions and 27% from job growth.

### Where The Jobs Are

Offices and Clinics of Doctors of Medicine  
General Medical and Surgical Hospitals  
Offices and Clinics of Dentists

### Employer Recruitment Methods



### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	10
Jobs Due to Separations	0
Projected Job Openings	10

### Size of Occupation

Small (90 – 100)

Gender: 44% Male 56% Female

The projected job growth rate is 11.1%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Most employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	39	84%
Part-time	25	10%
Temporary/On Call		
Seasonal		

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

# SECRETARIES, EXCEPT LEGAL AND MEDICAL

OES CODE 551080

Secretaries (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

Alternate titles: Secretary, Administrative Assistant, Office Assistant and Receptionist.

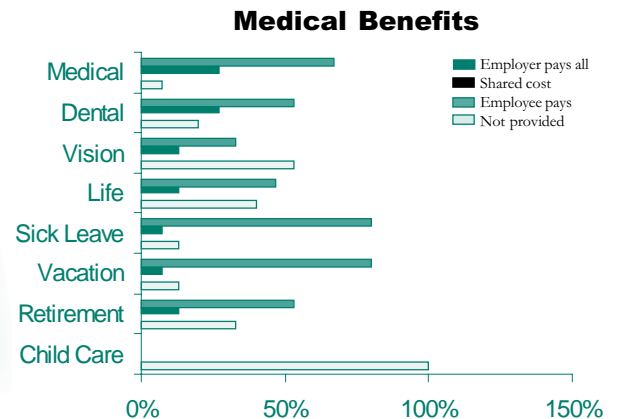
Promotional opportunities: Office Manager, Communications Director, Assistant Administrator, Administrative Assistant, Administrators' Aide, Legal Secretary, Manager, Escrow Officer and Title Officer.



15 employers responded, representing 103 employees.

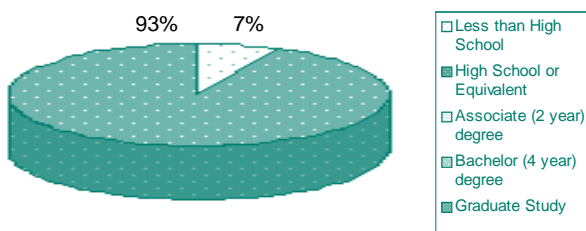
## Wages and Benefits

WAGES	RANGE	MEDIAN
<b>NON-UNION</b>		
New Hires/No Experience	\$5.75 - \$10.65	\$7.45
New Hires/Experienced	\$6.00 - \$13.75	\$8.41
3+ Years at Firm	\$7.50 - \$14.00	\$9.00
<b>UNION</b>		
New Hires/No Experience	\$9.59 - \$9.59	\$9.59
New Hires/Experienced	\$8.00 - \$11.51	\$9.00
3+ Years at Firm	\$11.00 - \$12.95	\$12.00



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	47%	7%	47%
Training accepted as a substitute	73%	20%	0%
Technical or vocational	33%	53%	13%



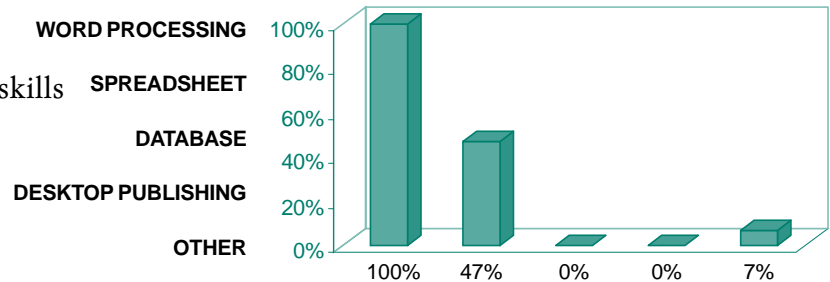
# SECRETARIES, EXCEPT LEGAL AND MEDICAL

OES CODE 551080

## Very Important Skills

Oral communication skills  
Ability to work independently  
English grammar, spelling and punctuation skills  
Telephone answering skills  
Ability to read and follow instructions  
Ability to write legibly  
Alphabetic and numeric filing skills

## Computer Software Skills



## Employment Trends

### Supply and Demand

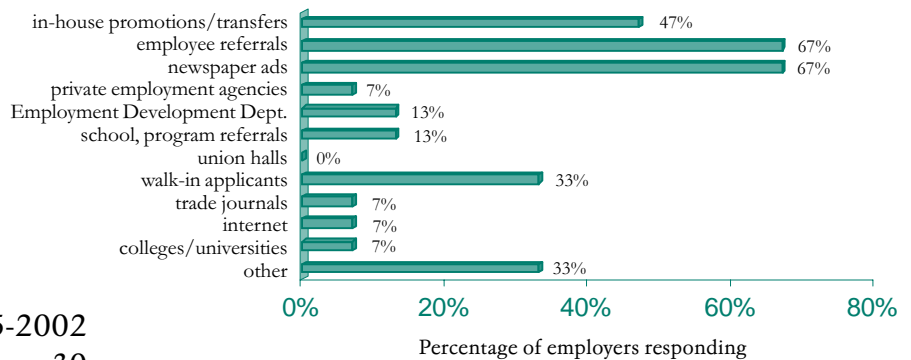
How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced		✓	
Inexperienced		✓	

### Source of Filled Vacancies

For employees hired in the last 12 months, 15% resulted from turnover vacancies, 35% from promotions, 9% from temporary positions and 26% from new positions.

### Employer Recruitment Methods



### Where The Jobs Are

Elementary and Secondary Schools  
Title Insurance

### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	30
Jobs Due to Separations	190
Projected Job Openings	220

### Size of Occupation

Very Large (1,550 – 1,580)

Gender: 6% Male 94% Female

The projected job growth rate is 1.9%, which is growing slower than the average growth rate of 5.1% for jobs in the county. Most employers expect employment for this occupation to remain stable over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	91%
Part-time	21	8%
Temporary/On Call	40	1%
Seasonal	0	0%

Employers responded that 80% of the positions are not subject to a union or collective bargaining unit.

# WAITERS AND WAITRESSES

OES CODE 650080

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Please do not include workers who only work at counters.

Alternate titles: Servers and Food Servers.

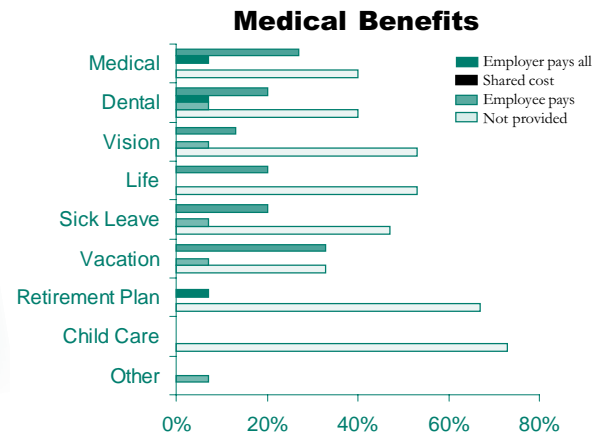
Promotional opportunities: Assistant Manager, Restaurant Manager, Cook, Lead Server, Supervisor, Head Waitress, Office Assistant, Manager, Dining Room Supervisor and Relief Manager.



15 employers responded, representing 243 employees.

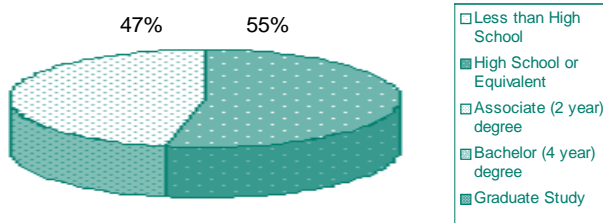
## Wages and Benefits

WAGES	RANGE	MEDIAN
New Hires/No Experience	\$5.75 - \$5.80	\$5.75
New Hires/Experienced	\$5.75- \$5.80	\$5.75
3+ Years at Firm	\$5.75 - \$7.00	\$5.75
Other Compensation in the form of tips reported is \$1.50-\$8.04, \$2.50-\$16.67, and \$3.12-\$17.50 respectively.		



## Employer Requirements

### Education



### Experience and Training

	Yes	No	Preferred
Work Experience required	13%	13%	73%
Training accepted as a substitute	33%	53%	0%
Technical or vocational	7%	80%	13%

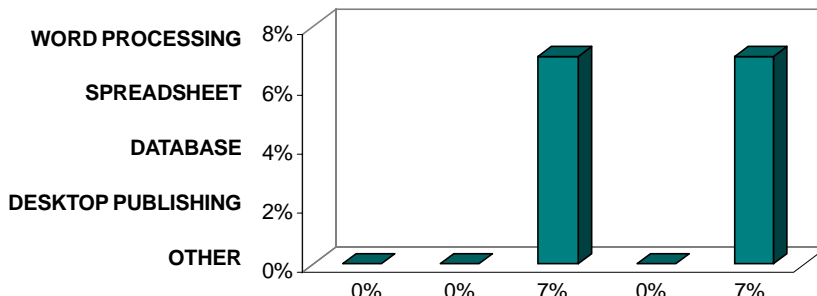
# WAITERS AND WAITRESSES

OES CODE 650080

## Very Important Skills

Ability to read and follow instructions  
 Ability to operate a cash register  
 Ability to write effectively  
 Record keeping skills  
 Oral communication skills  
 Willingness to work with close supervision  
 Ability to use a computer terminal

## Computer Software Skills



## Employment Trends

### Supply and Demand

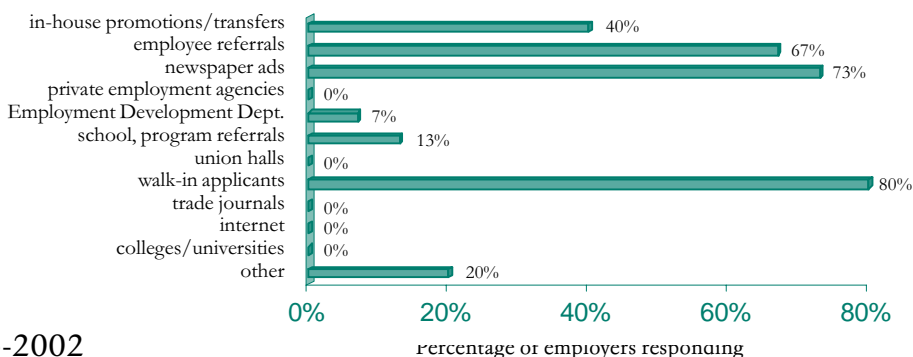
How difficult it is to find qualified applicants.

	Not	Moderately	Very
Experienced	✓		
Inexperienced		✓	

### Source of Filled Vacancies

For employees hired in the last 12 months, 29% resulted from turnover vacancies, 8% from promotions, 5% from temporary positions and 32% from job growth.

### Employer Recruitment Methods



### Where The Jobs Are

Eating Places  
 Miscellaneous Amusement and  
 Recreation Services

### Projections for Tulare County

EDD Occupational Projections	1995-2002
New Jobs	160
Jobs Due to Separations	390
Projected Job Openings	550

### Size of Occupation

Very Large (1,060 – 1,220)

Gender: 26% Male 74% Female

The projected job growth rate is 15.1%, which is growing much faster than the average growth rate of 5.1% for jobs in the county. Many employers expect employment for this occupation to grow over the next 24 months.

## Other Information

	Hours Per Week	% of Positions
Full-time	40	35%
Part-time	23	63%
Temporary/On Call	0	0%
Seasonal	40	2%

Employers responded that 100% of the positions are not subject to a union or collective bargaining unit.

# TRAINING DIRECTORY

The following is an alphabetical listing of occupations contained in this publication, along with a listing of schools, which offer training in that occupation.

## LIST OF OCCUPATIONS TULARE COUNTY

### **Bakers-Bread-and Pastry – 650210**

- College of the Sequoias
- Quality College

### **Bill and Account Collectors – 535080**

- Porterville College
- Proteus, Inc.

### **Bindery Machine Operators – 925460**

- No known schools which train for this occupation within Tulare County.

### **Computer Support Specialists – 251040**

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| • College of the Sequoias        | • San Joaquin Training Institute     |
| • MicroComputer Education Center | • Valley Software Educational Center |
| • National Training Institute    | • Visalia Technical College          |
| • Reedley College                |                                      |

### **Construction Managers – 150170**

- College of the Sequoias
- Porterville College

### **Dispatchers-Police, Fire, And Ambulance – 580020**

- No known schools which train for this occupation within Tulare County.

### **Farm Equipment Mechanics – 853210**

- College of the Sequoias
- Reedley College

### **Food Preparation Workers – 650380**

- College of the Sequoias
- Quality College

# TRAINING DIRECTORY

## **Food Service Managers – 150261**

- College of the Sequoias

## **General Office Clerks – 553470**

- College of the Sequoias
- Fresno Institute of Technology
- Golden State Business
- Micro Computer Education Center
- MTMA Schools, Inc
- Porterville Adult School
- Porterville College
- Proteus
- Quality College
- Reedley College
- San Joaquin Training Institute
- San Joaquin Valley College
- Tulare Adult School
- Valley Software Educational Center
- Visalia Adult School
- Visalia Technical College

## **Heating, Air Conditioning, and Refrigeration – 859020**

- College of the Sequoias
- Fresno Institute of Technology

## **Helpers – Carpenters and Related – 983120**

- College of the Sequoias
- Porterville College

## **Home Health Aides – 660110**

- College of the Sequoias
- Hanford Adult Schools
- Porterville Adult School
- Quality College
- San Joaquin Valley College
- Tulare Adult School

## **Hosts, Hostess – Restaurant, Lounge or Coffee Shop – 650020**

- College of the Sequoias

## **Laborers, Landscaping and Groundskeeping – 790410**

- College of the Sequoias
- Reedley College
- Tulare Adult School

# TRAINING DIRECTORY

## **Maintenance Repairers – General Utility – 851320**

- College of the Sequoias
- California Schools of Industrial Technology
- National Training Institute
- Reedley College
- San Joaquin Training Institute
- Visalia Technical College

## **Medical Assistants – 660050**

- College of the Sequoias
- Galen College
- Golden State Business
- Hanford Adult School
- MicroComputer Education Center
- MTMA Schools, Inc.
- Porterville Adult School
- San Joaquin Valley College
- Tulare Adult School
- Valley Software Educational Center
- Visalia Adult School

## **Radiologic Technologists – 329190**

- No known schools which train for this occupation within Tulare County.

## **Secretaries, Except Legal and Medical – 551080**

- College of the Sequoias
- Fresno Institute of Technology
- Golden State Business
- MTMA Schools, Inc.
- Porterville Adult School
- Proteus
- Quality College
- Reedley College
- San Joaquin Training Institute
- San Joaquin Valley College
- Valley Software Educational Center
- Visalia Adult School

## **Waiters and Waitresses – 650080**

- College of the Sequoias



# TRAINING DIRECTORY

## TABLE OF CONTENTS

### Training Providers

California Schools of Industrial Technology .....	51
College of the Sequoias .....	51
Fresno Institute of Technology .....	51
Galen College .....	51
Golden State Business College .....	52
Hanford Adult School .....	52
Microcomputer Education Center .....	52
MTMA Schools, Inc. ....	52
National Training Institute .....	53
Porterville Adult School .....	53
Porterville College .....	53
Proteus Inc. ....	53
Quality College .....	54
Reedley College .....	54
San Joaquin Training Institute .....	54
Tulare Adult School .....	55
Valley Software Educational Center .....	55
Visalia Adult School .....	55
Visalia Technical College .....	55

### LOCAL TRAINING PROVIDERS

The following is a list of training providers in Tulare County, Kings County and Fresno County. Only training providers who responded to WIB's request for current program information have been listed here.

For more detailed information on each program's occupational objective, length, cost, schedule, pre-requisite, etc., please refer to the 1999 Occupational Outlook Report and Training Directories for Tulare County.

# TRAINING DIRECTORY

**California Schools of Industrial Technology**  
**1821 West Meadow Lane Suite B-3**  
**Visalia, CA 93277**  
**(559) 741-0994**

**Training Programs:**

- Industrial Maintenance Technician Program

**College of the Sequoias**  
**915 South Mooney Boulevard**  
**Visalia, CA 93277**  
**(559) 730-3972**

**Training Programs:**

- Agricultural Power Equipment Technology
- Business Computer Applications
- Certified Nursing Assistant
- Computer & Information Systems
- Computerized Office Procedures
- Construction Technology
- Electronics Technology
- Environmental Control Technology
- Food Service
- Food Service Management
- Home Health Aide
- Industrial Maintenance Technology
- Landscape Design
- Nursery Management
- Ornamental Horticultural Technology

**Fresno Institute of Technology**  
**731 West Shaw**  
**Clovis, CA 93612**  
**(559) 297-4500**

**Training Programs:**

- Computerized Office Administration
- Heating, Ventilation and Air Conditioning

**Galen College**  
**3908 West Caldwell #A**  
**Visalia, CA 93277**  
**(559) 732-5200**

**Training Programs:**

- Medical Assistant

# TRAINING DIRECTORY

**Golden State Business College**  
**3356 South Fairway**  
**Visalia, CA 93277**  
**(559) 733-4040**

**Training Programs:**

- Computer Business
- Administrative Medical and Dental Assisting
- Medical Assistant

**Hanford Adult School**  
**905 North Campus Drive**  
**Hanford, CA 93230**  
**(559) 583-0856**

**Training Programs:**

- Certified Nursing Assistant
- Home Health Aide

**Microcomputer Education Center**  
**2002 North Gateway Boulevard**  
**Fresno, CA 93727**  
**(559) 456-0623**

**Training Programs:**

- Administrative Medical Assistant II
- MicroComputer Operator
- Computer Electronic Technician III
- Word Processor
- Office Automation Technician

**MTMA Schools, Inc.**  
**1313 P Street #205**  
**Fresno, CA 93721**  
**(559) 268-0938**

**Training Programs:**

- Business Office Technology
- Automated Office
- Business Office Computer
- Medical Billing

# TRAINING DIRECTORY

**National Training Institute**  
**1755 North Gateway Boulevard**  
**Fresno, CA 93727**  
**(559) 456-1522**

**Training Programs:**

- Computer Support Specialist
- Maintenance Repairers

**Porterville Adult School**  
**568 West Olive Avenue**  
**Porterville, Ca 93257**

**Training Programs:**

- General Office Clerks
- Home Health Aides
- Medical Assistants
- Secretaries

**Porterville College**  
**100 East College Avenue**  
**Porterville, CA 93257**  
**(559) 791-2313**

**Training Programs:**

- Building Trades
- Office Clerks
- Telephone Marketing

**Proteus Inc.**  
**54 North Main Street**  
**Porterville, CA 93257**  
**(559) 781-182**

**Training Programs:**

- Office Automation Training
- Call Center Training

# TRAINING DIRECTORY

**Quality College**  
**1570 North Wishon Avenue**  
**Fresno, CA 93278**  
**(559) 497-5050**

**Training Programs:**

- Administrative Medical Office Assistant
- Computerized Office Administration
- Food Services: Culinary Arts
- Food Services: Professional Cooking
- Home Health Aide (with or without CNA)

**Reedley College**  
**955 North Reed Avenue**  
**Reedley, CA 93654**  
**(559) 638-3641**

**Training Programs:**

- Agriculture
- Computer Science
- Environmental Horticulture
- Manufacturing Technology
- Office Technology

**San Joaquin Training Institute**  
**220 North Kelsey**  
**Visalia, CA 93291**  
**(559) 651-2406**

**Training Programs:**

- Office Administration
- Programmable Logic Controller
- Industrial Electricity

**San Joaquin Valley College**  
**8400 West Mineral King Avenue**  
**Visalia, Ca 93291**  
**(559) 651-3478**

**Training Programs:**

- Business Administration
- Clinical and Administrative Medical Assisting
- Health Technician

# TRAINING DIRECTORY

**Tulare Adult School**  
**575 W. Maple Street**  
**Tulare CA 93274**  
**(559) 686-0225**

**Training Programs:**

- Administrative Medical Assistant
- Certified Nurse Assistant/Home Health Aide
- General Office Clerks
- Landscape Gardeners
- Receptionists and Information Clerks

**Valley Software Educational Center**  
**2350 Whitendale Suite I**  
**Visalia, Ca 93277**  
**(559) 627-0615**

**Training Programs:**

- Administrative Assistant
- Office Automation Technician
- Medical Administrative Assistant
- General Microcomputer Technician

**Visalia Adult School**  
**3110 E Houston Avenue**  
**Visalia, CA 93292**  
**(559) 730-7655**

**Training Programs:**

- Business and Computer Applications
- Medical Office

**Visalia Technical College**  
**746 East Douglas Avenue**  
**Visalia, CA 93292**

**Training Programs:**

- Business Education
- Computer Repair
- Building Maintenance/Welding



**NEXT...**  
**APPENDIX A**



**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL.**  
 Whom should we contact with any further questions?

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<b>Occupation: 66000 MEDICAL ASSISTANTS</b> Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handling instruments and materials in physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.			
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county.			
1. What job title(s) does your firm use for these duties? <span style="float: right;">Job title(s): _____</span>			
2. a. How many employees does your firm currently have in this occupation?		Number of Employees: _____	
b. In this occupation, how many are:		Number of Males: _____	Number of Females: _____
3. In this occupation, how many current employees are there and on average how many weekly hours do they work?			
Regular, Full Time:	Number of Employees:	Average Weekly Hours Worked:	
Regular, Part Time:	Number of Employees:	Average Weekly Hours Worked:	
Temporary/On-Call:	Number of Employees:	Average Weekly Hours Worked:	
Seasonal:	Number of Employees:	Average Weekly Hours Worked:	
4. In your firm, what shifts are available for this occupation? (check all that apply)		<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
5. Has your firm hired in this occupation within the last 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill: vacancies resulting from promotions within your firm?		_____	
vacancies resulting from people in permanent positions leaving your firm?		_____	
new permanent positions resulting from growth?		_____	
temporary, on call, or seasonal positions?		_____	
6. a. During the last 12 months, did your firm's employment in this occupation: (check one)		<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (check one)		<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
7. When you hire applicants for this occupation, is prior experience in this occupation required?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred	
(Yes or preferred, how much experience in this occupation is required/preferred?		_____ (months)	
Is experience in other occupations accepted?		<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: _____	
8. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult      1      2      3      4      Difficult			
9. If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult      1      2      3      4      Difficult			

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No    (months)																																																																																																			
10. Is technical or vocational training required prior to employment in this occupation? If yes (or preferred), what kind of training is required?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred (months)																																																																																																			
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation? (Check one)																																																																																																					
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study																																																																																																					
12. What is the total income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and type(s) of compensation.																																																																																																			
Base Wage or Salary	Other Compensation	Type of Compensation																																																																																																			
• New hires, no experience (trained or untrained): \$ _____	\$ _____	<input type="checkbox"/> Commission																																																																																																			
• New hires who are experienced: \$ _____	\$ _____	<input type="checkbox"/> Tips																																																																																																			
• Experienced employees after 3 years with your firm: \$ _____ (Please check one)	\$ _____	<input type="checkbox"/> Bonus																																																																																																			
<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify: _____																																																																																																			
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?		<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																			
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which firm descriptions who pays for them:																																																																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="2">Employer Pays All</th> <th colspan="2">Share Cost</th> <th colspan="2">Employee Pays All</th> <th colspan="2">Not Provided</th> </tr> <tr> <th></th> <th>FT</th> <th>PT</th> <th>FT</th> <th>PT</th> <th>FT</th> <th>PT</th> <th>FT</th> <th>PT</th> </tr> </thead> <tbody> <tr> <td>Medical Insurance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Dental Insurance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Vision Insurance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Life Insurance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sick Leave</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Vacation</td> <td><input type="checkbox"/></td> <td><input 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15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?		<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																			
b. What skills are important for career advancement?																																																																																																					
16. What computer software skills, if any, does your firm seek in applicants for this occupation? (Please check all that apply)																																																																																																					
Specify software names: <input type="checkbox"/> None <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____																																																																																																					
17. What other new skills are needed to perform the duties of this occupation?																																																																																																					
18. When your firm hires employees for this occupation, which are the top three most successful recruitment methods?																																																																																																					
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EEO <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____																																																																																																					
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:																																																																																																					
Would you like to receive a complimentary copy of the survey results for this occupation?																																																																																																					
<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																					

THANK YOU FOR YOUR COOPERATION!

DATE:

COMPANY:

MEDICAL ASSISTANTS

OES CODE: 660050

20. Your response to this question will help improve training programs for this occupation.

Please rate each of the following qualifications, on a scale of 0 to 3, as to their level of importance for job entry. (Please circle)

TECHNICAL:		NOT IMPORTANT			VERY IMPORTANT		
		0	1	2	3	0	3
100	Ability to complete and explain medical insurance forms						
101	Ability to transcribe medical records and reports	0	1	2	3		
102	Ability to administer an Electro-cardiograph (EKG) test	0	1	2	3		
103	Ability to administer injections	0	1	2	3		
104	Ability to apply sterilization techniques	0	1	2	3		
105	Blood drawing skills	0	1	2	3		
106	Understanding of inventory techniques	0	1	2	3		
107	Ability to follow billing procedures	0	1	2	3		
108	Ability to use word processing software	0		2	3		
109	Possession of a Medical Assistant Certificate	0	1	2	3		
110	Telephone answering skills	0	1	2	3		
111	Ability to write effectively	0	1	2	3		
112	Knowledge of medical terminology	0		2	3		
113	Ability to type at least 45 wpm	0		2	3		

Company: \_\_\_\_\_

**MEDICAL ASSISTANTS**

**OES CODE: 660050**

	NOT IMPORTANT	VERY IMPORTANT
<b>PERSONAL OR OTHER:</b>		
114 Ability to handle crisis situations	0	1 2 3
115 Willingness to work with close supervision	0	1 2 3
116 Ability to work independently	0	1 2 3
<b>Basic:</b>		
117 Basic math skills	0	1 2 3
118 Ability to read and follow instructions	0	1 2 3
119 Ability to write legibly	0	1 2 3
120 Oral communication skills	0	1 2 3

**MEDICAL ASSISTANTS**

